

usps postal|bulletin

PUBLISHED SINCE MARCH 4, 1880



a simpler way™ to

holiday

PRIORITY MAIL
FLAT RATE™ BOXES
IF IT FITS, IT SHIPS®*

A simpler way to ship.

See page 3

*For mailable items up to 70 lbs. visit usps.com® for details.



Contents

COVER STORY

Publicity Kit: The Holidays Made Simple 3

POLICIES, PROCEDURES, AND FORMS UPDATES

Manuals

DMM Revision: New Shipper Paid Forwarding Ancillary Service Endorsement Option 24

DMM Revision: Change in ZIP Code for Washington DC Network Distribution Center: Revision to Destination Entry Exhibits 26

DMM Revision: Clarification of the Reduced Overflow Option for Automation Letters 59

DMM Revision: Automation Letters — Perforated Pocket Attachments 60

ELM Revision: Awards and Recognition 61

ELM Revision: Provisions of the Family and Medical Leave Act. 63

Handbooks

Handbook AS-701 Revision: Documentation of PS Form 969 65

Handbook F-101 Revision: Reporting Bank Charges 66

Management Instructions

New Management Instruction EL-710-2010-3, EAS Leadership Development 66

Notices

Revised Editions of Notice 32-B and Notice 32-C Will Be Available Soon, But Previous Versions Are Still Valid 67

Forms

Revised PS Form 3074, Request for Waiver of Claim for Erroneous Payment of Pay 68

ORGANIZATION INFORMATION

Finance

Federal Taxation Percentages for Supplemental Wages. 69

Form W-2, Wage and Tax Statement — Changing Your Current Mailing Address. 69

New Law Eliminates Form W-5, Earned Income Credit Advance Payment Certificate. 70

2011 Pay Dates and Leave Year 70

Household Diary Study 71

Salary Overpayment Indebtedness — Year End Tax Treatment 71

Human Resources

2011 Thrift Savings Plan Publicity Information for Human Resources Offices and the Human Resources Shared Service Center 72

2011 Thrift Savings Plan Information for Career Employees. 73

2011 Thrift Savings Plan Catch-up Contributions for Participants Age 50 and Older. 75

Intelligent Mail and Address Quality

Reminder: Nine-digit Mailer ID Conformance Notice 76

Mailing and Shipping Services

Mail Alert 78

Philately

Pictorial Postmarks Announcement 78

How to Order the First Day of Issue Digital Color or Traditional Postmarks 82

Pricing and Classification

International Mail — Service Suspension for Global Express Guaranteed Service to Yemen 83

Retail

Stop Sending Copies of PS Form 8176, Premium Forwarding Service Application, to Headquarters 83

PULL-OUT INFORMATION

Fraud

Invalid Express Mail Corporate Account Numbers 27

Missing, Lost, or Stolen U.S. Money Order Forms 29

Missing, Lost, or Stolen Canadian Money Order Forms 34

Verifying U.S. Postal Service Money Orders 37

Counterfeit Canadian Money Order Forms 37

Toll-Free Number Available to Verify Canadian Money Orders 37

Other Information

Overseas Military/Diplomatic Mail 38

Missing Children Posters. 43

Thrift Savings Plan Fact Sheet. 49

Displaying the U.S. Flag and the POW-MIA Flag 51

Thrift Savings Plan 2011 Enrollment Information 53

27 Pay Periods in 2011 Leave Year. 55

Annual Leave Exchange Option. 57



Holiday Evergreens (Forever) Stamp

USPS National Emergency Hotline
Is your facility operating? Call 888-363-7462



Cover Story

Publicity Kit: The Holidays Made Simple

Neither rain nor snow nor heat nor gloom of night will keep the Postal Service™ from doing what it does best — delivering the holidays. Between Thanksgiving and Christmas, the Postal Service will deliver 15.8 billion cards, letters, and packages across the country and around the world.

This holiday season, the U.S. Postal Service® is encouraging customers to relax a little and take the stress out of holiday shipping by going online to usps.com to order Priority Mail Flat Rate Boxes, print shipping labels with postage using Click-N-Ship® service, and schedule free Package Pickup.

Because Christmas Day falls on a Saturday this year, the Postal Service will experience two peak volume mailing days and two peak volume delivery days.

- **Peak Mailing Day:** Monday, December 20 will be the busiest *mailing* day, with an expected 801 million cards, letters, and packages being processed. December 13 is expected to be nearly as busy.
- **Peak Delivery Day:** Wednesday, December 22 will be the busiest *delivery* day. December 15 is expected to be nearly as busy.

2010 Holiday Shipping Dates

| Domestic Mail/Product | |
|-----------------------|---------|
| First-Class Mail® | Dec. 20 |
| Priority Mail® | Dec. 21 |
| Express Mail®* | Dec. 22 |
| Parcel Post® | Dec. 15 |
| DBMC Drop Ship | Dec. 18 |
| DDU Drop Ship | Dec. 22 |

*Some Express Mail service destinations may have extended service commitments.

To ensure delivery of holiday cards and packages by December 25 to military APO/FPO/DPO and international addresses overseas, we suggest that mail be entered by the recommended mailing dates listed below. Beat the last-minute rush and take your mail to your Post Office™ by these suggested dates. And don't forget you can print postage, labels, and customs forms online 24/7 using Click-N-Ship service at www.usps.com/clicknship.

Remember, all mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions regarding content, preparation, and handling. APO/FPO addresses generally require customs forms. To see a table of active APO/FPO/DPO ZIP Codes and associated mailing restrictions, go to <http://pe.usps.com> and click *Postal Bulletins*, or go to the current issue and see the article "Overseas Military/Diplomatic Mail."

| APO/FPO/DPO Mail Addressed to | Express Mail® Military Service (EMMS) ¹ | First-Class Mail® Letters/Cards | Priority Mail® | Parcel Airlift Mail (PAL) ² | Space Available Mail (SAM) ³ | Parcel Post® |
|-------------------------------|--|---------------------------------|----------------|--|---|--------------|
| APO/FPO/DPO AE ZIPs 090–092 | Dec. 18 | Dec. 10 | Dec. 10 | Dec. 3 | Nov. 26 | Nov. 12 |
| APO/FPO/DPO AE ZIP 093 | N/A | Dec. 4 | Dec. 4 | Dec. 1 | Nov. 20 | Nov. 12 |
| APO/FPO/DPO AE ZIPs 094–098 | Dec. 18 | Dec. 10 | Dec. 10 | Dec. 3 | Nov. 26 | Nov. 12 |
| APO/FPO/DPO AA ZIPs 340 | Dec. 18 | Dec. 10 | Dec. 10 | Dec. 3 | Nov. 26 | Nov. 12 |
| APO/FPO/DPO AP ZIPs 962–966 | Dec. 18 | Dec. 10 | Dec. 10 | Dec. 3 | Nov. 26 | Nov. 12 |

1. EMMS is available to selected military and diplomatic post offices. Check with your local Post Office to determine if this service is available to your APO/FPO/DPO of address.

2. PAL is a service that provides air transportation for parcels on a space-available basis. It is available for Parcel Post items not exceeding 30 pounds in weight or 60 inches in length and girth combined. The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

3. SAM parcels are paid at Parcel Post postage rate of postage with maximum weight and size limits of 15 pounds and 60 inches in length and girth combined. SAM parcels are first transported domestically by surface and then to overseas destinations by air on a space-available basis.

| International Mail Addressed to | Global Express Guaranteed® (GXG®) ^{1*} | Express Mail International® (EMS) ^{2*} | Priority Mail International® (PMI) ^{3*} | First-Class Mail International™ |
|---------------------------------|---|---|--|---------------------------------|
| Africa | Dec. 17 | Dec. 11 | Dec. 3 | Dec. 3 |
| Asia/Pacific Rim | Dec. 17 | Dec. 16 | Dec. 10 | Dec. 10 |
| Australia/New Zealand | Dec. 17 | Dec. 16 | Dec. 10 | Dec. 10 |
| Canada | Dec. 21 | Dec. 17 | Dec. 13 | Dec. 10 |
| Caribbean | Dec. 20 | Dec. 16 | Dec. 13 | Dec. 10 |
| Central & South America | Dec. 20 | Dec. 11 | Dec. 3 | Dec. 3 |
| Mexico | Dec. 21 | Dec. 16 | Dec. 10 | Dec. 10 |
| Europe | Dec. 20 | Dec. 16 | Dec. 13 | Dec. 10 |
| Middle East | Dec. 17 | Dec. 16 | Dec. 13 | Dec. 10 |

1. GXG is available to over 190 countries via an alliance with Federal Express. See a retail associate at participating locations for a complete list of countries and money-back guarantee details, or go to <http://pe.usps.com>, and click International Rates and Fees, then Country Listing. You can also see the March/April 2007 issue of MailPro at www.usps.com/mailpro. Some restrictions apply. Free shipping supplies are available. Purchase postage online and receive a 10% discount.
2. EMS is available to over 190 countries with delivery in 3 to 5 average business days. Guaranteed, money-back service is available to Australia, China, Hong Kong, Japan, and Korea (Republic of South). Flat-rate shipping options and free packaging are available. Purchase postage online and receive an 8% discount.
3. PMI is available to over 190 countries with delivery in 6 to 10 average business days. Flat-rate shipping options and free packaging are available. Purchase postage online and receive a 5% discount.

*Average number of days may vary based upon origin and destination.

Some Postal Services That Simplify the Season

- **Priority Mail Flat Rate Boxes.** Take the guesswork out of shipping with Priority Mail flat-rate items. Whatever fits in the box or envelope ships for one low price anywhere in the United States. There's no weighing or calculating involved if the package weighs less than 70 pounds: www.usps.com/shipping/prioritymail.htm
- **Click-N-Ship.** Skip the trip to the Post Office™ by printing mailing labels with postage right from the convenience of your home or office. Customers get a discount on postage for domestic packages: Express Mail — 5 percent savings; Priority Mail — up to 14 percent savings: www.usps.com/clicknship/
- **Free Package Pickup.** The Postal Service will pick up packages from homes and offices across the country. The service is free, regardless of the number of packages being sent. A letter carrier will pick up the packages during regular mail delivery service: www.usps.com/pickup/

WWW.USPS.COM

One of the most frequently visited federal websites, usps.com receives more than **1.3 million** visits each day on an average day and more than **1.7 million** visits each day during the holidays. The five most popular areas on the site are (in order of popularity) the following:

1. ZIP Code™ Lookup.
2. Track & Confirm.
3. Calculate Postage.

4. Post Office Locator.

5. Change of Address.

- Go to usps.com for information about ZIP Codes, postage rates, mailing requirements, Post Office hours, locations, and more.
- Avoid going to the Post Office for stamps this holiday season by ordering them from The Postal Store® at usps.com/shop; ordering by telephone by calling 800-STAMP24; or by purchasing them from Automated Postal Centers® (APCs®), ATMs, or local retail outlets in the neighborhood (grocery stores, drug stores, etc.).

Care Packages to the Troops

Since Priority Mail service supplies are the packaging of choice for families preparing care packages for service members overseas, the Postal Service created a "Mili-kit" based on the items most frequently requested by military families.

The kit contains:

- Two Priority Mail APO/FPO Flat Rate Boxes.
- Two Priority Mail Medium Flat Rate Boxes.
- Priority Mail tape.
- Priority Mail address labels.
- Appropriate customs forms.

To order the kit, call 800-610-8734.

Guidelines for packing, addressing, and shipping items to U.S. troops can be found at www.usps.com/supportingourtroops/.

Greeting Cards Postmarked From the North Pole

It's easy for customers to have their greeting cards postmarked from the North Pole. Simply place postage stamps on personalized, sealed, and addressed greeting cards and place them into a larger envelope or box addressed to:

NORTH POLE POSTMARK
POSTMASTER
4141 POSTMARK DR
ANCHORAGE AK 99530-9998

The envelope or box containing the greeting cards should be mailed to Anchorage no later than December 10, 2010.

Letters to Santa

The Postal Service began receiving letters to Santa Claus more than 100 years ago. However, it was in 1912 that Postmaster General Frank Hitchcock authorized local postmasters to allow postal employees and citizens to respond to the letters in the program that became known as Operation Santa.

In the 1940s, mail volume for Santa increased so much the Postal Service invited charitable organizations and corporations to participate to provide written responses to the letters and small gifts to the children who wrote them.

Over the past 60 years, the program has continued to grow. Cities around the country today have successful programs working with recognized charitable organizations, major corporations, local businesses, and postal employees to help make a difference in the lives of children from coast to coast.

What We Do

In 2006, national policy guidelines were created regarding the handling and adoption of letters addressed to Santa. These guidelines were designed to protect the children who wrote to Santa, and mandated that individuals wishing to adopt letters must do so in person, present valid photo identification, and fill out a form that includes the list of letters being adopted.

New York City's "Operation Santa" program is the largest in the country. This program is traditionally kicked off the first week of December, and tens of thousands of people come in person to adopt letters. More than 500,000 letters are received in this location alone.

In 2009, the Postal Service changed the letter adoption process. For additional information on the process, go to http://blue.usps.gov/caweb/privacy/operation_santa.htm. The changes to this program were designed to protect the identity of the children.

Employee Tipping/Gift Receiving Policy

All postal employees, including carriers, must comply with the Standards of Ethical Conduct for Employees of the Executive Branch. Under these federal regulations, carriers are permitted to accept a gift worth \$20 or less from a customer per occasion, such as Christmas. However, cash and cash equivalents, such as checks or gift cards that can be exchanged for cash, must never be accepted in any amount. Furthermore, no employee may accept more than \$50 worth of gifts from any one customer in any one calendar year.

Suggestions for Promotional Activities

- Host a holiday promotional event in the lobby of the main Post Office or other postal facility to demonstrate packing tips and how much can fit into a Priority Mail Flat Rate Box. Set up a display of shipping products, including Priority Mail Flat Rate Boxes, holiday stamps, and gift items for sale in Retail. Have holiday fact sheets (see pages [16-22](#)) available for reporters.
- Host a free "How to Get the Most Out of the Mail" event and walk customers through some mailing and shipping best practices, including using flat-rate products. Employees can show customers the new *Evergreens* Forever stamps and the other holidays stamps available, and how to send military mail and promote Express Mail service for last-minute gifts. Participants could receive free information and gift bags, which could include news releases relative to postal flat-rate shipping products, holiday mailing tips, international products, holiday fact sheets, 2010 Postal Facts, and perhaps a sample greeting card. This event could be promoted by local communications representatives, and local media could be invited.
- Santa, Mrs. Claus, and a team of postal elves can host a lobby event and give information on holiday mailing deadlines and packaging tips, show customers how to use the Automated Postal Center for their holiday mailings, and if an internet connection and computer are available, show customers how to create shipping labels with postage using Click-N-Ship service on usps.com.
- Pitch a story on "the great package race." Have a reporter fit as much as he or she can into two Priority Mail Flat Rate Boxes and address both boxes to the same address. Have the reporter mail one package at a Post Office and the other using the convenience of Click-N-Ship service and free Package Pickup on usps.com. Point out to the reporter how much was saved by going online. The reporter can then report on when the packages arrived in a later news segment for additional coverage.

- Order Military Care Kits to use as display samples for lobby demonstrations. Demonstrate how many holiday gifts can fit in a Priority Mail Flat Rate Box. Promote “If it fits, it ships,” the “Care Kits,” and “\$2 military discount” on signage.
- Postmasters can send letters promoting \$2 military discount for Priority Mail Flat Rate Boxes being sent to APO/FPO addresses, Military Care Kits, and military shipping dates to editors of military association newsletters/officials at local military bases, media (focus on consumer reporters), veterans associations, United Services Organization, American Legion, Disabled American Veterans, Veterans of Foreign Wars, U.S. Navy League, Marine Corps League, U.S. Marines, U.S. Army, U.S. Air Force, U.S. Navy, National Guard, U.S. Coast Guard, local military installations/bases, Federal Executive Boards, etc.
- Wherever possible, have reporters interview APO/FPO military personnel who can share how important it is to receive mail when stationed overseas and away from home, particularly during the holiday season. Create a “goody box” of promotional materials in a Priority Mail Flat Rate Box to give to each reporter. The box could include all news releases relative to shipping military mail, holiday mailing tips, international products, holiday fact sheets, 2010

Postal Facts, and a holiday card addressed to the media thanking them for all the positive coverage throughout the year. Corporate Communications can help supply the informational materials.

- Contact elementary/junior high students, high school ROTC, Girl Scouts/Boy Scouts, and other community groups to create cards and letters to ship to service men and women overseas. Create a media event, and have students or other participants stuff all items into individual Priority Mail Flat Rate Boxes in the lobby and ship as a group at the retail counter.
- Stack Priority Mail Flat Rate Boxes on a table in the lobby for a photo opportunity. If possible, have several students carry the boxes to a designated sales and service associate (SSA) for mailing. Invite representatives from local veterans associations, and ask them to talk about the importance of receiving mail when stationed overseas during the holidays.

Postal Service Direct Mail Piece

On November 8, self-mailers were sent to 27 million households promoting flat-rate shipping and the Flat Rate Holiday Shipping Kit, which includes each of the four Priority Mail Flat Rate Boxes, the Priority Mail Flat Rate Gift Card Envelope, and a helpful tip sheet.

Front and Back of Self-Mailer (sample)



Tip Sheet (included in Flat-Rate Holiday Shipping Kit)

Gift Card Envelope
10" x 7"
\$4.90 to any state

Small Flat Rate Box
8 1/2" x 5 1/2" x 1 3/4"
\$4.95 to any state
(\$4.85 online)

Medium Flat Rate Box
13 3/4" x 11 3/4" x 3 1/4"
\$10.70 to any state
(\$10.20 online)

Medium Flat Rate Box
11" x 8 1/2" x 5 1/2"
\$10.70 to any state
(\$10.20 online)

Large Flat Rate Box
12" x 12" x 5 1/2"
\$14.50 to any state
(\$12.50 to APO/FPO/DPO destination addresses)

Ship gifts to any state for a low Flat Rate!†
Yes, shipping can be this simple.

- 1 Just pack and seal.** There's no need to weigh shipments or calculate postage for domestic packages up to 70 lbs.**
- 2 Print your label with postage at usps.com/clicknship** and get an even lower Flat Rate for paying online.
- 3 Request a Free Package Pickup†† at usps.com/pickup** Your Postal Service™ carrier will pick up your packages during the next mail delivery. Your packages will ship within the U.S. in just 2–3 days.
- 4 Order more Free Flat Rate Boxes and Envelopes at usps.com/supplies** for gift returns and shipments throughout the year. We'll even deliver them to you for free, saving you a trip to the Post Office.™

For tools to help make your shipping even simpler, visit usps.com®

You can even ship internationally with Flat Rate Boxes and Envelopes.***

* Mail addressed to military personnel overseas is subject to certain restrictions of mailing regarding content, preparation, and handling. Visit usps.com for details.
† For mailable items up to 70 lbs. Visit usps.com for details.
†† See Retail Associate or usps.com for details.
††† For details on Free Package Pickup, go to usps.com/pickup
*** Ship internationally up to 20 lbs. in medium and large boxes, and up to 4 lbs. in Priority Mail International® Flat Rate Envelope and Small Flat Rate Box. Visit usps.com for details. International Flat Rates may vary based on destination.
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Postal Service E-mails to Customers

On November 16 and November 27, holiday e-mails promoting flat-rate shipping and the Flat-Rate Holiday Shipping Kit will be sent to the 450,000 customers who have opted to receive them.

What's in Print

This advertisement will run beginning November 8 in *Cooking Light*, *Parents*, *Traditional Home*, *Family Circle*, and *Martha Stewart Living*.

Those holiday gifts aren't going to ship themselves. Oh wait, they kinda are.

Simplify your shipping with Flat Rate Boxes and Free Package Pickup from the Postal Service.™

If it fits, it ships** anywhere in the country for a low Flat Rate.

Priority Mail® Flat Rate Shipping Kit includes four box sizes and a gift card envelope. Perfect for holiday returns too. Flat Rate shipping starts at just \$4.90.

Order your free Flat Rate Shipping Kit† at prioritymail.com/holiday1

Priority Mail® Flat Rate. A simpler way to ship. UNITED STATES POSTAL SERVICE®

**For mailable items up to 70 lbs. Visit usps.com for details.
†Offer ends 2/15/11 and is only available while supplies last. Offer valid for one customer per address.
Priority Mail® For more information regarding our address products, visit usps.com/prioritymail.
©2010 United States Postal Service®. All Rights Reserved.
The Eagle Logo, the Letter Carrier Uniform, and the trade dress of USPS® Packaging are among the many trademarks of the U.S. Postal Service®.

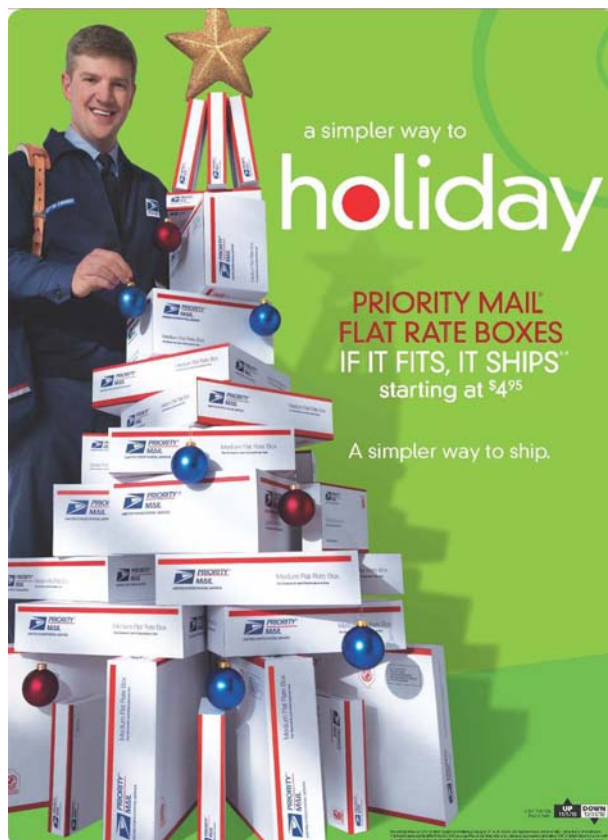
What's in Retail?

Signage

Holiday Window Cling Front



Holiday Product Poster



Holiday Window Cling Back



Holiday Stamps Poster

A festive way to mail

Holiday Evergreens
Forever Stamp
Available Now 44c

Christmas: Virgin and Child
by Sassoferrato™
Available Now 44c

Angel with Lute
Available Now 44c

Hanukkah Menora
Available Now 44c

EID
Available Now 44c

Kwanzaa
Available Now 44c

Breast Cancer Research
Proceeds fund breast cancer research.* 35c
We're proud to always have this stamp available.

Order stamps online anytime at usps.com

The poster features a red background with a green horizontal band. It displays several holiday-themed stamps: a 44c 'Holiday Evergreens' Forever Stamp, a 44c 'Christmas: Virgin and Child' stamp, a 44c 'Angel with Lute' stamp, a 44c 'Hanukkah Menora' stamp, a 44c 'EID' stamp, and a 44c 'Kwanzaa' stamp. A 35c 'Breast Cancer Research' stamp is also shown. The text 'a festive way to mail' is at the top, and 'Order stamps online anytime at usps.com' is at the bottom.

Holiday Priority Mail Flat Rate Menu Board

A simpler way to ship.

USE PRIORITY MAIL FLAT RATE BOXES
IF IT FITS, IT SHIPS™
starting at \$4.95

The menu board features a green background with a large, stylized Christmas tree made of stacked Priority Mail Flat Rate boxes. A gold star sits atop the tree. The text 'A simpler way to ship.' is prominently displayed in white. Below it, 'USE PRIORITY MAIL FLAT RATE BOXES' is written in red, followed by 'IF IT FITS, IT SHIPS™' and 'starting at \$4.95'. The Priority Mail logo is visible on the boxes.

Holiday Product Counter Mat

the more the merrier

USE PRIORITY MAIL FLAT RATE BOXES
for all your holiday shipping

IF IT FITS, IT SHIPS™
starting at \$4.95

The counter mat features a green background with a mail carrier in a dark uniform standing next to a snowman made of stacked Priority Mail Flat Rate boxes. The snowman has a red scarf and a top hat. The text 'the more the merrier' is written in white. Below it, 'USE PRIORITY MAIL FLAT RATE BOXES for all your holiday shipping' is written in red. At the bottom, 'IF IT FITS, IT SHIPS™ starting at \$4.95' is written in white. The Priority Mail logo is visible on the boxes.

What's in Retail?

For Sale

A Simpler Way to ... Say 'Happy Holidays'

Single Holiday Greeting Cards

40 designs, \$2.50–\$3.95



Evergreens Holiday Cards

Set includes five cards with envelopes, \$4.95



A Simpler Way to ... Say 'Thank You'

Evergreens Note Cards

Set includes eight blank cards with envelopes, plus eight Evergreen Forever stamps, \$11.95.



A Simpler Way to ... Listen to Holiday Songs

CD for Sale in Retail – “Let it Snow”

\$12.99 each, or \$10.99 when purchased with Priority Mail Small Flat Rate Box postage.

Image of CD and CD Mailer



CD: “Let It Snow”

| | Artist | Track |
|----|----------------------------|--|
| 1 | Ella Fitzgerald | Let It Snow! Let It Snow! Let It Snow! |
| 2 | Frank Sinatra | Santa Claus Is Coming To Town |
| 3 | Ray Charles / Betty Carter | Baby, It's Cold Outside |
| 4 | Jason Mraz | Winter Wonderland |
| 5 | Mary Chapin Carpenter | Have Yourself a Merry Little Christmas |
| 6 | Chris Isaak | Rudolph the Red-Nosed Reindeer |
| 7 | Mel Tormé | The Christmas Song |
| 8 | Rosemary Clooney | It's The Most Wonderful Time Of The Year |
| 9 | Vince Guaraldi | Linus and Lucy, <i>A Charlie Brown Christmas</i> |
| 10 | Paul McCartney | Wonderful Christmastime |
| 11 | Jackson 5 | I Saw Mommy Kissing Santa Claus |

A Simpler Way to ... Enjoy a Holiday Classic

DVD for Sale in Retail – “Rudolph the Red-Nosed Reindeer”

\$14.99 each, or \$12.99 when purchased with Priority Mail Small Flat Rate Box postage.

Co-Branded Priority Mail Small Flat Rate Box



A Simpler Way to ... Collect Stamps

2010 Stamp Yearbook

\$59.95

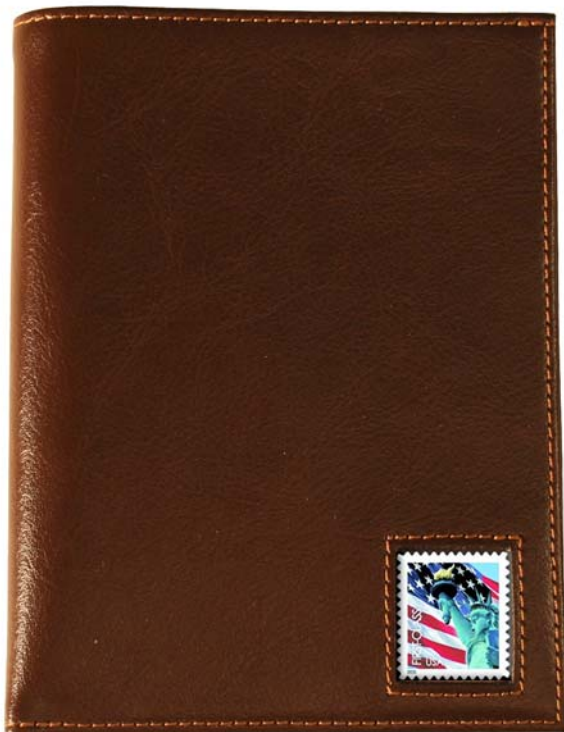


A Simpler Way to ... Learn About Stamps

Postal Service Guide to U.S. Stamps — 37th Edition
 Images of all U.S. postage stamps issued, \$19.95

**A Simpler Way to ... Travel**

Passport Wallet
 \$17.99

**A Simpler Way to ... Send Gifts**

ReadyPost Mailing Boxes and Bubble Mailers — Peanuts and Evergreens
 \$1.89–\$4.75



Screensaver

Running on postal computers Nov. 22–Dec. 5



A Simpler Way to ... Personalize

PhotoStamp Kit

Personalize postage for 20, First-Class® cards or letters, \$24.99



National Cancellation

Image cancelling letter mail processed on Advanced Facer Cancellers Dec. 1–31



Schedule for National Press Release Issuances

| National Issuance Date | Subject |
|------------------------|--|
| October 6 | Military Mail Shipping Deadlines |
| October 21 | Holidays Forever (stamp release) |
| November 3 | International Mail Shipping Deadlines |
| November 5 | Retail Ready for the Holidays (signage, CD, DVD, etc.) |
| November 15 | Build Your Own Holiday Cards / Personalized Postage |
| November 22 | Seasons Greenings |
| November 26 | Packaging Tips |
| December 1 | Simpler Solutions for the Holidays |
| December 8 | Holiday Kick-Off Event — Satellite Media Tour |
| December 13 | Last Minute Gift Ideas from the Postal Service |
| December 17 | Media Advisory for Busiest Mailing Day (Dec. 20) |
| December 20 | Busiest Mailing Day |
| December 21 | USPS Open Christmas Eve/New Year's Eve, Closing Early |
| December 27 | Many Happy Returns ...@Ease |

Go to www.usps.com/holidaynewsroom for press releases.

2010 Holiday Stamps Inventory

3.3 billion stamps available

Holiday Contemporary

Evergreens (Forever)
Booklets, 2 billion
ATM sheetlets, 200 million



Holiday Traditional

Angel With Lute (2010)
Booklets, 400 million



Winter Holidays

Booklets (2009), 100 million



Madonna and Sleeping Child (2009)

Booklets, 400 million



Kwanzaa

Booklets, 60 million



Hanukkah

Booklets, 60 million



EID

Booklets, 60 million



Postal Service Holiday Stamp Program

The United States Post Office Department issued its first Christmas stamp in Pittsburgh, Pennsylvania, on November 1, 1962. Customers had requested such a stamp for years, Postmaster General J. Edward Day said during the stamp dedication ceremony, adding that the stamp would be the first in a series of Christmas stamps.

Anticipating a huge demand for the new Christmas stamp, the Department ordered 350 million printed — the largest number produced for a special stamp until that time. The green and red 4-cent stamps featured a wreath, two candles, and the words “Christmas 1962.” The initial supply sold out quickly, and the Bureau of Engraving and Printing began working around the clock to print more. By the end of 1962, 1 billion of the stamps had been printed and distributed.

The decision to print a Christmas stamp encountered some controversy, especially from groups concerned about maintaining the separation of church and state. Legal actions to bar the stamps were not successful.

The Postal Service recognized additional holidays when it issued the *Hanukkah* stamp in 1996, followed in 1997 by the *Kwanzaa* stamp, and in 2001 by the *Eid* stamp.

Each year, the Postal Service receives thousands of suggestions for new postage stamps. The Citizens' Stamp Advisory Committee was established in 1957 to review the suggestions and recommend new stamp designs to the postmaster general. In choosing new stamp subjects, the Committee established specific criteria, such as national appeal and historical perspective. The ultimate goal is to create an annual stamp program that reflects America — from the events and people that bind the nation together to the diversity of cultures that forms its foundation.

The Postal Service is proud of a stamp program that celebrates the rich diversity of American culture, and we recognize that some individuals may disagree with our selections on occasion. A wide variety of stamps are available so that postal customers always have options.

Each year the Postal Service issues a Holiday Contemporary and Holiday Traditional postage stamp. This year, the Holiday Contemporary is the *Evergreens* Forever stamp and the Holiday Traditional is the *Angel with Lute* stamp.

In 1996, the Postal Service paid tribute to Hanukkah, the Jewish Festival of Lights, by issuing the first *Hanukkah* stamp, which featured a stylized illustration of a menorah. A design featuring an ornate dreidel followed in 2004. This season, the Postal Service will continue selling the 2009 *Hanukkah* stamp, the third U.S. stamp to commemorate the holiday.

In 1997, the Postal Service paid tribute to Kwanzaa, the celebration of family, community, and culture, by issuing the first *Kwanzaa* stamp, which featured a colorful portrait of an African-American family, a “symbol of family and togetherness.” A design featuring seven figures in colorful robes followed in 2004. This season, the Postal Service will continue selling the 2009 *Kwanzaa* stamp, the third U.S. stamp to commemorate the holiday.

In 2001, the Postal Service paid tribute to Eid, by issuing the *Eid* stamp, which features the phrase “Eid Mubarak” — meaning “blessed festival” — in gold Arabic script on a blue background. The stamp commemorates the two most important festivals on the Islamic calendar: Eid al-Fitr and Eid al-Adha. The stamp has been reissued in the original design to reflect current stamp prices.

POSTAL SERVICE HOLIDAY - 2010

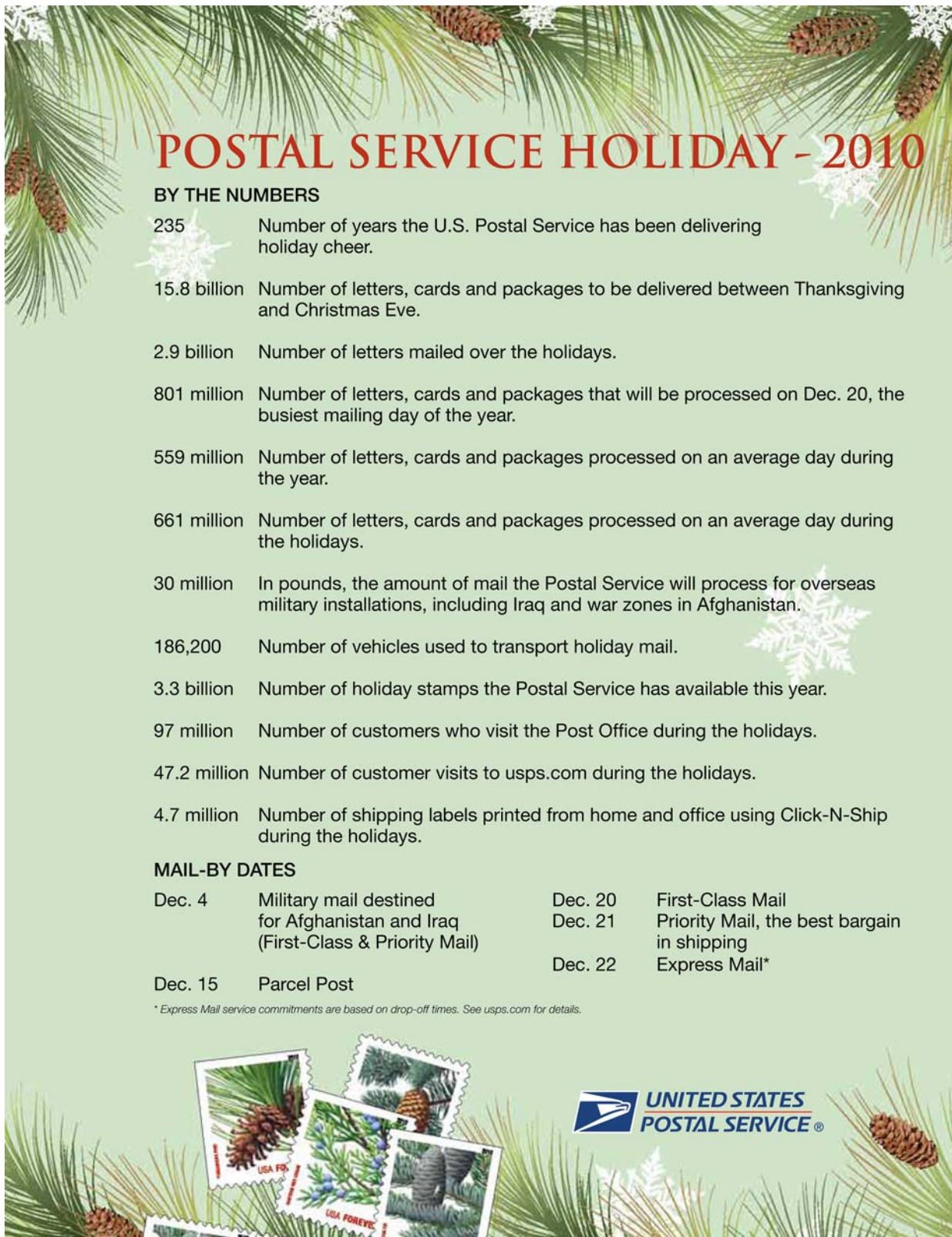
BY THE NUMBERS

- 235 Number of years the U.S. Postal Service has been delivering holiday cheer.
- 15.8 billion Number of letters, cards and packages to be delivered between Thanksgiving and Christmas Eve.
- 2.9 billion Number of letters mailed over the holidays.
- 801 million Number of letters, cards and packages that will be processed on Dec. 20, the busiest mailing day of the year.
- 559 million Number of letters, cards and packages processed on an average day during the year.
- 661 million Number of letters, cards and packages processed on an average day during the holidays.
- 30 million In pounds, the amount of mail the Postal Service will process for overseas military installations, including Iraq and war zones in Afghanistan.
- 186,200 Number of vehicles used to transport holiday mail.
- 3.3 billion Number of holiday stamps the Postal Service has available this year.
- 97 million Number of customers who visit the Post Office during the holidays.
- 47.2 million Number of customer visits to usps.com during the holidays.
- 4.7 million Number of shipping labels printed from home and office using Click-N-Ship during the holidays.

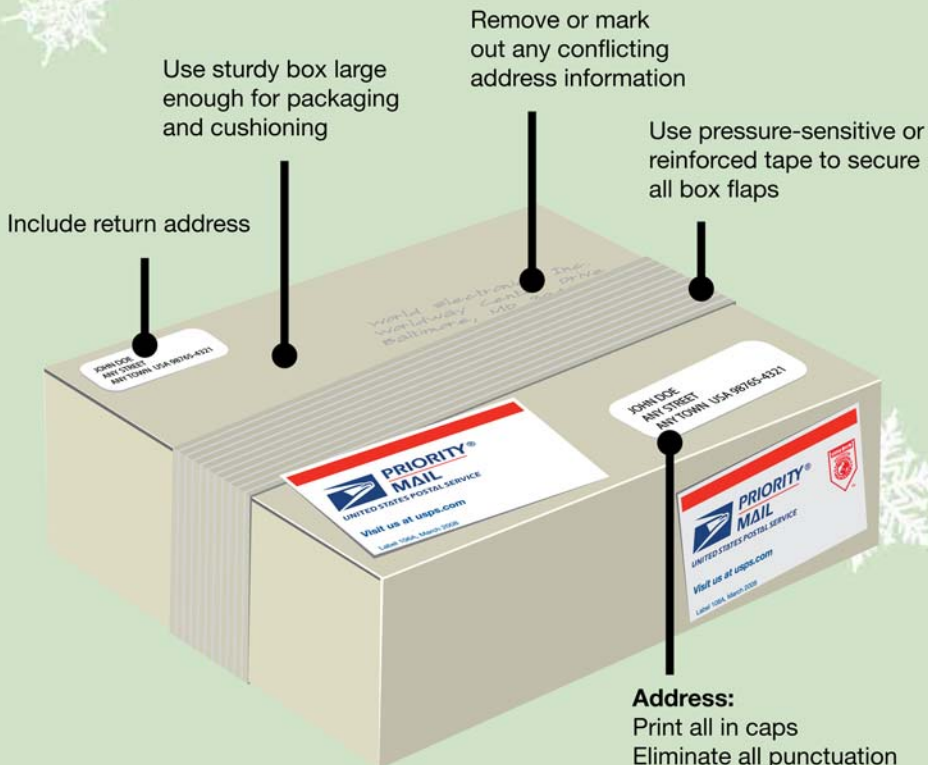
MAIL-BY DATES

- | | | | |
|---------|---|---------|---|
| Dec. 4 | Military mail destined for Afghanistan and Iraq (First-Class & Priority Mail) | Dec. 20 | First-Class Mail |
| | | Dec. 21 | Priority Mail, the best bargain in shipping |
| | | Dec. 22 | Express Mail* |
| Dec. 15 | Parcel Post | | |

* Express Mail service commitments are based on drop-off times. See usps.com for details.



QUICK TIPS FOR HOLIDAY MAILING



Mail-by Dates:

- Dec. 4 Military mail destined for Iraq or Afghanistan
- Dec. 15 Parcel Post
- Dec. 20 First-Class Mail
- Dec. 21 Priority Mail
- Dec. 22 Express Mail

- Print all in caps
- Eliminate all punctuation
- Spell out city name
- Abbreviate state names
- Include apartment numbers
- Use abbreviations:
 - AVE (avenue)
 - ST (street)
 - LN (lane)
 - S (south)
 - E (east)
 - W (west)



MAILING TIPS TO AVOID HOLIDAY GLITCHES

- Print addresses clearly and in all caps.
- Include all address elements—apartment numbers, suite numbers, directional information for streets. For example, 123 S Main St. or 12456 Elm St. N.
- Include both “to” and “from” information on packages – and only on one side. Mark packages “Fragile,” in large print on the outside of the box when shipping materials that might be likely to break.
- Never guess a ZIP Code. NO ZIP is better than a WRONG ZIP.
- Select a box strong enough to protect the contents. Leave space for cushioning inside.
- Customers can purchase ReadyPost boxes at a local Post Office. Express Mail and Priority Mail boxes, envelopes and tubes are free.
- Cushion contents with shredded or rolled newspaper, bubble wrap or foam peanuts. Plain air-popped popcorn is also good for cushioning—it’s inexpensive and environmentally friendly. Pack contents tightly to avoid shifting during transit.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape. Do not use wrapping paper, string, masking tape or cellophane tape.
- Place an extra label or notice with the delivery and return address inside the package. This ensures the safe return of an item that could not be delivered should the outside label become damaged or fall off.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box. Customers should include the new batteries in the manufacturer’s packaging.
- Stuff glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Customers preparing international packages can complete customs forms, pay postage, print a shipping label and receive a discount, too, online at usps.com/clicknship.
- Express Mail delivery occurs on Christmas Day in many metropolitan areas. The mailing deadline is Dec. 22 to most locations.



 **UNITED STATES
POSTAL SERVICE®**

A SIMPLER WAY TO.... HOLIDAY

A Simpler Way to...

Ship

- Priority Mail Flat Rate Boxes offer a flat rate to any state. There's no weighing or calculating involved if the weight is less than 70 pounds. Domestic rates start at \$4.95.
- Skip the trip to the Post Office by using Click-N-Ship on *usps.com* and printing mailing labels with postage right from the convenience of homes or offices. *usps.com/clicknship/*.
- With free Package Pickup, the Postal Service will pick up packages from homes and offices across the country. The service is free, regardless of the number of packages being sent. *usps.com/pickup/*.
- The ReadyPost Ship-It Kit includes everything you need to ship two gifts: a shirt box, shoe box, marker, tape and bubble wrap. Available in *Rockin' Red* and *Peanuts* designs for \$8.99.

Wrap

- Use ReadyPost holiday mailing boxes and bubble mailers to ship gifts to friends and family, or add a bow and use them under the tree instead of gift wrap. \$1.89-\$4.75

Say "Happy Holidays"

- Forty different card designs for Christmas, Hanukkah and Kwanzaa. Just add postage and send holiday greetings on their way. \$2.50-\$3.95
- *Evergreens* holiday cards include five cards with envelopes. \$4.95
- Boxed holiday greeting cards, 18 designs, 20 cards with envelopes. \$10.95 to \$15.95

Say "Thank You"

- *Evergreens* note cards can be used to say *Happy Holidays* or *Thank You* this season. Set includes eight blank note cards with envelopes and eight *Evergreens* Forever stamps. \$11.95

Personalize

- The holidays are the top-selling season for PhotoStamp Kits. Each kit lets customers personalize postage for 20 First-Class 1-ounce cards or letters. \$24.99

Enjoy a Holiday Classic

- *Rudolph the Red-Nosed Reindeer* is a holiday classic. Customers who purchase the DVD and Priority Mail Small Flat Rate postage at the same time will save \$2 off the DVD price. \$14.99 or \$12.99 with postage.

Listen to Songs of the Season

- The *Let It Snow* CD is an exclusive collection of 11 holiday classics from well-known artists including Paul McCartney, Frank Sinatra and Ray Charles. Customers who purchase the CD and Priority Mail Small Flat Rate postage at the same time will save \$2 off the CD price. \$12.99 or \$10.99 with postage.

Collect

- The 64-page, hardcover *2010 Yearbook* is the perfect way to enjoy the 2010 stamp program; includes 65 collectible stamps. \$59.95
- *The Postal Service Guide to U.S. Stamps, 37th Edition*, provides full-color reproductions and comprehensive information about every U.S. stamp issued from 1847 through 2010. \$19.95

Travel

- The soft brown leather passport wallet can hold passports and other forms of ID, seven credit cards and cash. It's easy to carry and display at the airport. \$17.99

Products are available at select post offices.



TOP TEN SHIPPING BARGAINS

10. Unlike other shipping companies, the U.S. Postal Service does not charge extra for Saturday delivery or add a fuel surcharge. The price you see is the price you pay.
9. Send holiday cheer to our men and women in uniform serving abroad at APO/FPO addresses using the Priority Mail Large Flat Rate Box and receive a \$2 discount.
8. Just 44 cents from Washington, DC, to Washington State and every neighborhood in between. New *Evergreens* Forever stamps and holiday stamps recognizing the Madonna and Child, Kwanzaa, Hanukkah and Eid, are available.
7. Going away for the holidays? Don't worry. Premium Forwarding Service sends your mail to your temporary location. Most mail is forwarded once a week by Priority Mail. The enrollment fee is just \$15 and weekly reshipment fees are \$13.95 usps.com/receive/premiumforwarding.
6. Skip the trip and save fuel this Yule using usps.com to save your own green this season.
5. Get free Delivery Confirmation for Priority Mail when you ship online at usps.com/clicknship.
4. Express Mail – under the tree in under a day. Santa isn't the only one working on Christmas. The Postal Service will deliver Express Mail in most major cities on Dec. 24 and Dec. 25. The mailing deadline is Dec. 22 to most locations.
3. Save between 3 percent and 11 percent when you ship online: usps.com/clicknship.
2. FREE package pickup is available from your home office at usps.com/pickup regardless of the weather or the number of packages you have.
1. Priority Mail Flat Rate boxes, only from the U.S. Postal Service, start at just \$4.95 and are the ultimate gift box.



 **UNITED STATES
POSTAL SERVICE®**

HOME FOR THE HOLIDAYS

Don't fight Mother Nature or the crowds this holiday season. Stay home for the holidays and let the Postal Service do what it does best – pick up and deliver your mail and packages.

The Post Office is a click away when you use *usps.com* for all your holiday shipping needs. It's your one-stop shop for holiday shipping and it offers the simpler way to holiday this year.

- Free package pickup is available from home or office, regardless of the weather. Unlike with other shipping companies, there is no fee for package pickup: *usps.com/pickup*.
- We'll pick up the gifts you're sending and take away those you're returning. The letter carrier will pick up packages when mail is delivered, regardless of the number of packages being sent.
- Buy stamps, stationery and stamp products from your home or office computer at the Postal Store. You can select stamps by price or subject or type and have them delivered in a few days. A small shipping and handling fee is charged at *shop.usps.com*.
- Turn your favorite holiday moments into postage using customized postage available through four licensed vendors: *usps.com/postagesolutions/customizedpostage.htm*.
- Print shipping labels and pay for postage using Click-N-Ship while sipping hot cocoa or baking holiday cookies: *usps.com/clicknship*.
- Create and send high-quality, personalized greeting cards, postcards and photo cards from your laptop or desktop computer. Whether you're sending one card or 10,000, just point and click to create your personalized greetings: *usps.com/createmail*.
- Need a box? No problem. Order free, eco-friendly packaging supplies for all your shipping needs and have them delivered to your door: *shop.usps.com*.



FUN FACTS

- 1.3 million people visit *usps.com* each day on an average day during the year. More than 1.7 million visit between Thanksgiving and Christmas Eve.
- The Postal Service will increase air cargo lift of mail by nearly 41 percent during the holiday season.
- The busiest mailing day of the year will be Dec. 20. The Postal Service will process 801 million letters, cards and packages that day.
- By Dec. 7, the National Operations Center at Postal Service Headquarters will be staffed 24/7 to monitor and coordinate mail transportation nationwide.
- The Postal Service is expecting a 4 percent to 5 percent increase in Priority Mail this holiday season.
- Postage stamps and stamp products are also Cradle to Cradle certified.
- The 2010 “holiday contemporary” stamp, *Evergreens*, is a Forever stamp. Buy it this year and use it, well, forever.
- Customers can save fuel this Yule by going online at *usps.com* and creating shipping labels with postage and scheduling free package pickup without ever leaving their homes.
- Many holiday-named cities, such as Santa Claus, IN; Bethlehem, PA; Garland, TX, or Evergreen, CO, have special postmarks for holiday greeting cards.
- To get holiday greeting cards postmarked from the North Pole this year, send addressed cards with proper postage in a larger envelope or box to:

NORTH POLE POSTMARK
POSTMASTER
4141 POSTMARK DR
ANCHORAGE AK 99530-9998

The envelope or box containing the greeting cards should be mailed to Anchorage no later than Dec. 10.



Area Communications Managers Contacts

If you need assistance with promoting these stamps, please contact the individuals below:

| | |
|--|--|
| Deborah Yackley Manager, Field Communications Capital Metro Area 301-548-1465 <i>deborah.a.yackley@usps.gov</i> | Don Smeraldi Manager, Field Communications Pacific Area 858-674-3149 <i>don.a.smeraldi@usps.gov</i> |
| Paul Smith Manager, Field Communications Eastern Area 215-931-5054 <i>paul.f.smith@usps.gov</i> | Larry Dingman Field Communications Southeast Area 901-747-7544 <i>larry.d.dingman@usps.gov</i> |
| Maureen Marion Acting Manager, Field Communications Northeast Area 315-452-3582 <i>maureen.p.marion@usps.gov</i> | Earl C Artis, Jr. Manager, Field Communications Southwest Area 214-819-8704 <i>earl.c.artis@usps.gov</i> |
| Jim Mruk Manager, Field Communications Great Lakes Area 630-539-6565 <i>james.a.mruk@usps.gov</i> | Teresa Rudkin Manager, Field Communications Western Area 303-313-5130 <i>teresa.rudkin@usps.gov</i> |

Government Relations Contacts

If you need assistance with your elected state officials, please contact the appropriate individuals below. Use 202 268- before each extension.

| STATE | CONTACT | EXT |
|----------------------|------------------|------|
| Alabama | Jim Cari | 3740 |
| Alaska | Mary Ann Simpson | 3741 |
| American Samoa | Mary Ann Simpson | 3741 |
| Arizona | Cathy Pagano | 3427 |
| Arkansas | Cathy Pagano | 3427 |
| California | Mary Ann Simpson | 3741 |
| Colorado | Cathy Pagano | 3427 |
| Connecticut | Ken Currier | 3616 |
| Delaware | Ken Currier | 3616 |
| District of Columbia | Jim Cari | 3740 |
| Florida | Jim Cari | 3740 |

| STATE | CONTACT | EXT |
|-------------------|------------------|------|
| Georgia | Mary Ann Simpson | 3741 |
| Guam | Mary Ann Simpson | 3741 |
| Hawaii | Mary Ann Simpson | 3741 |
| Idaho | Mary Ann Simpson | 3741 |
| Illinois | Sheila Meyers | 2353 |
| Indiana | Sheila Meyers | 2353 |
| Iowa | Sheila Meyers | 2353 |
| Kansas | Cathy Pagano | 3427 |
| Kentucky | Jim Cari | 3740 |
| Louisiana | Cathy Pagano | 3427 |
| Maine | Ken Currier | 3616 |
| Maryland | Jim Cari | 3740 |
| Massachusetts | Ken Currier | 3616 |
| Michigan | Sheila Meyers | 2353 |
| Minnesota | Sheila Meyers | 2353 |
| Mississippi | Jim Cari | 3740 |
| Montana | Sheila Meyers | 2353 |
| Nebraska | Mary Ann Simpson | 3741 |
| Nevada | Cathy Pagano | 3427 |
| New Hampshire | Mary Ann Simpson | 3741 |
| New Jersey | Ken Currier | 3616 |
| New Mexico | Ken Currier | 3616 |
| New York | Cathy Pagano | 3427 |
| North Carolina | Ken Currier | 3616 |
| North Dakota | Mary Ann Simpson | 3741 |
| Northern Marianas | Sheila Meyers | 2353 |
| Ohio | Mary Ann Simpson | 3741 |
| Oklahoma | Jim Cari | 3740 |
| Oregon | Cathy Pagano | 3427 |
| Pennsylvania | Mary Ann Simpson | 3741 |
| Puerto Rico | Jim Cari | 3740 |
| Rhode Island | Ken Currier | 3616 |
| South Carolina | Ken Currier | 3616 |
| South Dakota | Mary Ann Simpson | 3741 |
| Tennessee | Sheila Meyers | 2353 |
| Texas | Mary Ann Simpson | 3741 |
| Utah | Cathy Pagano | 3427 |
| Vermont | Cathy Pagano | 3427 |
| Virgin Islands | Ken Currier | 3616 |
| Virginia | Ken Currier | 3616 |
| Washington | Jim Cari | 3740 |
| West Virginia | Mary Ann Simpson | 3741 |
| Wisconsin | Jim Cari | 3740 |
| Wyoming | Sheila Meyers | 2353 |

— Public Relations,
Corporate Communications, 11-18-10

Policies, Procedures, and Forms Updates

Manuals

DMM Revision: New Shipper Paid Forwarding Ancillary Service Endorsement Option

Effective December 6, 2010, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 507.1.5, 507.2.3.5, 507.2.3.6 and 507.4.2.9 to provide a new endorsement option “Change Service Requested” for mailers using Shipper Paid Forwarding (SPF) for Standard Mail®, Package Services, or Parcel Select® parcels.

Currently, the only endorsement available to mailers using SPF is “Address Service Requested”, which allows the mailer to pay the parcel forwarding postage if the customer has moved and filed a change-of-address notice with the Postal Service. If the parcel is undeliverable and not forwardable, it is then returned to the sender and return postage is collected.

Change Service Requested for use with SPF, is somewhat similar to First-Class Mail® Change Service Requested (Option 2 under DMM 507.1.5.1). This additional SPF option allows for the forwarding of a parcel, but it doesn’t require the return of the mailpiece if it cannot be forwarded. With this option, the mailer pays the forwarding charges through an Address Change Service (ACS) account, in addition to the electronic address correction fee for the ACS record.

Change Service Requested for SPF is for mailers that want to avoid having their customers pay forwarding charges, but prefer not to have the parcel returned when forwarding is not possible.

We are also deleting the word “machinable” from DMM 507.2.3.5 and DMM 507.4.2.9. Machinable, irregular, and nonmachinable parcels are processed the same in the Postal Service Computer Forwarding System (CFS), and the forwarding charges are the same for both. Therefore, there is no need to restrict SPF to machinable parcels only.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

| | | | | |
|------------|------------------------------------|---|---|---|
| * | * | * | * | * |
| 500 | Additional Mailing Services | | | |
| | * | * | * | * |
| 507 | Mailer Services | | | |
| 1.0 | Treatment of Mail | | | |
| | * | * | * | * |

1.5 Treatment for Ancillary Services by Class of Mail

* * * * *

1.5.3 Standard Mail

* * * * *

Exhibit 1.5.3a Treatment of Undeliverable Standard Mail

[Revise Exhibit 1.5.3a table for Change Service Requested as follows:]

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|--|---|
| * | * * * * |
| “Change Service Requested” ^{1, 5} | <p>If no change-of-address order on file, or if change-of-address order is on file and mailer does not participate in Shipper Paid Forwarding: Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file and mailer participates in Shipper Paid Forwarding:</p> <ul style="list-style-type: none"> ■ Months 1 through 12: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). ■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). ■ After month 18: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged). <p>RESTRICTIONS: The following restrictions apply:</p> <ol style="list-style-type: none"> (1) Delivery Confirmation is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials. |
| * | * * * * |

1.5.4 Package Services and Parcel Select

* * * * *

Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail and Parcel Select

[Revise Exhibit 1.5.4 table for Change Service Requested as follows:]

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| * | * * * * |
| "Change Service Requested" ³ | <p>If no change-of-address order on file, or if change-of-address order is on file and mailer does not participate in Shipper Paid Forwarding: Notice of new address or reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file and mailer participates in Shipper Paid Forwarding:</p> <ul style="list-style-type: none"> ■ Months 1 through 12: Piece forwarded (Package Services single-piece forwarding postage charged via ACS); separate notice of new address provided (electronic address correction fee charged). ■ Months 13 through 18: Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). ■ After month 18: Piece disposed of by USPS; separate notice or reason for nondelivery is provided (address correction fee charged). <p>RESTRICTIONS: The following restrictions apply:</p> <p>(1) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.</p> <p>(2) This endorsement is not permitted for Package Services containing hazardous materials.</p> |
| * | * * * * |

2.0 Forwarding

* * * *

2.3 Postage for Forwarding

* * * *

2.3.5 Standard Mail

[Revise second sentence of 2.3.5 to remove the words "machinable" as follows:]

***Shipper Paid Forwarding, used in conjunction with Address Change Service (4.0), provides mailers of Standard Mail parcels an option of paying forwarding postage

at the applicable single-piece First-Class Mail or Priority Mail price.***

[Revise the title and text of 2.3.6 as follows:]

2.3.6 Package Services and Parcel Select

Package Services and Parcel Select pieces are subject to the collection of additional postage at the applicable price for nonlocal forwarding. Shipper Paid Forwarding, used in conjunction with Address Change Service (4.0), provides mailers who ship Package Services and Parcel Select parcels an option of paying forwarding postage instead of the addressee paying postage due charges. The addressee may refuse any Package Services or Parcel Select piece that has been forwarded. This refusal does not revoke the right to have other Package Services and Parcel Select pieces forwarded. If the addressee does not want to pay forwarding postage for all Package Services and/or Parcel Select pieces, the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services and/or Parcel Select pieces. Unless endorsed "Change Service Requested," all Package Services and Parcel Select pieces are delivered as directed without additional postage charge when the old and new addresses are served by the same Post Office.

* * * *

4.0 Address Correction Services

* * * *

4.2 Address Change Service (ACS)

* * * *

4.2.9 Shipper Paid Forwarding

[Revise second sentence of 4.2.9 as follows:]

It allows mailers of Standard Mail, Package Services, and Parcel Select parcels to pay forwarding charges via approved ACS participant code(s).

* * * *

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

DMM Revision: Change in ZIP Code for Washington DC Network Distribution Center: Revision to Destination Entry Exhibits

Effective December 6, 2010, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) exhibits in sections 246, 346, 366, 446, 453, 466 to reflect the changing of the Washington DC Network Distribution Center (NDC) ZIP Code™ from 20499 to 20799.

The Postal Service also will eliminate the separate DNDC eligibility table in DMM 705.6.0 and replace it with a link to the same table in DMM 446.

We encourage mailers to make the related changes to their destination NDC (DNDC) mailings immediately. DNDC mailings entered on and after February 19, 2011, must include this change.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

| | | | | |
|------------|---|---|---|---|
| * | * | * | * | * |
| 200 | Commercial Letters and Cards | | | |
| | | * | * | * |
| 240 | Standard Mail | | | |
| | | * | * | * |
| 246 | Enter and Deposit | | | |
| | | * | * | * |
| 3.0 | Destination Network Distribution Center (DNDC) Entry | | | |
| 3.1 | Definition | | | |
| | | * | * | * |

Exhibit 3.1 NDC/ASF—DNDC Price Eligibility

[Revise exhibit 3.1 by deleting ZIP Code 20499 and replacing it with ZIP Code 20799 as follows:]

| ELIGIBLE DESTINATION ZIP CODES | ENTRY FACILITY |
|--------------------------------------|-------------------------|
| * * * | * * |
| 200-212, 214-239, 244, 254, 267, 268 | NDC Washington DC 20799 |
| * * * | * * |
| * * * | * * |

[Repeat the above ZIP Code changes in Exhibits 346.3.1, 366.4.1, 446.3.1, 453.3.1.3, and 466.4.4.]

| | | | | |
|------------|--------------------------|---|---|---|
| * | * | * | * | * |
| 700 | Special Standards | | | |
| | | * | * | * |

705 Advanced Preparation and Special Postage Payment Systems

* * * * *

6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels

* * * * *

6.2 Combining Parcels and NFMs—DNDC Entry

* * * * *

6.2.2 Additional Standards

Standard Mail machinable parcels, NFMs 6 ounces or more, and Package Services and Parcel Select machinable parcels prepared for DNDC entry must meet the following conditions in addition to the basic standards in 6.1:

* * * * *

[Revise item e to refer to the eligibility exhibit in 446.3.1 as follows:]

- e. Mailers must deposit combined machinable parcels and NFMs at NDCs or ASFs (see Exhibit 446.3.1) under applicable standards in 15.0.

6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

* * * * *

- c. ASF, optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:

[Revise item 6.2.3c1 as follows:]

- 1. Line 1: use L602, Column B. DNDC price eligibility determined by Exhibit 446.3.1.

* * * * *

- d. NDC, required, 10-piece or 20-pound minimum; labeling:

[Revise item 6.2.3d1 as follows:]

- 1. Line 1: use L601, Column B. DNDC price eligibility determined by Exhibit 446.3.1.

* * * * *

[Delete Exhibit 6.2.3, NDC/ASF—DNDC Price Eligibility, in its entirety.]

* * * * *

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

— *Mailing Standards,
Pricing, 11-18-10*

(Section continues on page 59.)

Pull-Out Information

Fraud

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of

the invalid numbers (listed below) in the “customer number” or “agreement number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Agreement make up the Corporate Account Number.

| | | | | | | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 005380 | 015659 | 061151 | 065236 | 068057 | 069313 | 096147 | 106394 | 108040 | 108684 | 109147 | 109855 | 124170 |
| 005619 | 015692 | 061222 | 065320 | 068098 | 069341 | 096719 | 106412 | 108059 | 108688 | 109163 | 109864 | 124171 |
| 008059 | 015705 | 061332 | 065342 | 068116 | 069379 | 096727 | 106418 | 108067 | 108695 | 109179 | 109870 | 124175 |
| 008098 | 015709 | 061415 | 065346 | 068119 | 069383 | 097051 | 106428 | 108072 | 108696 | 109188 | 109876 | 124190 |
| 008155 | 015711 | 061474 | 065396 | 068122 | 069390 | 097751 | 106431 | 108076 | 108706 | 109211 | 109881 | 125016 |
| 008367 | 015735 | 061541 | 065401 | 068157 | 069414 | 097823 | 106471 | 108093 | 108715 | 109224 | 109906 | 125024 |
| 008383 | 015741 | 061603 | 065441 | 068159 | 069440 | 097871 | 106486 | 108095 | 108717 | 109240 | 109909 | 125027 |
| 008408 | 015767 | 061605 | 065491 | 068160 | 069460 | 097982 | 106489 | 108099 | 108718 | 109331 | 109923 | 125051 |
| 008886 | 018265 | 061740 | 065521 | 068182 | 069464 | 098099 | 106494 | 108131 | 108720 | 109346 | 109932 | 125058 |
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Missing, Lost, or Stolen U.S. Money Order Forms

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This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The actual serial

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|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 010 001 0200 to 0299 | 041 623 8889 to 8899 | 079 374 0300 to 2499 | 176 281 7963 to 7999 |
| 010 504 1932 to 1999 | 041 803 6565 to 6599 | 079 807 2342 to 2399 | 178 254 5000 to 9999 |
| 011 582 1889 to 1899 | 043 129 1968 to 1997 | 082 721 0228 to 0254 | 178 881 9900 to 9999 |
| 011 588 2900 to 3099 | 043 205 5922 to 5999 | 083 140 5000 to 7499 | 180 031 2089 to 2098 |
| 012 579 5675 to 5699 | 044 087 3457 to 3499 | 083 784 8886 to 8899 | 182 475 3229 to 3258 |
| 013 289 6176 to 6199 | 044 087 4000 to 4099 | 083 913 6915 to 6999 | 182 475 3904 to 3933 |
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| 662 068 0700 | to | 0899 | 687 601 0973 | to | 0999 | 702 713 1800 | to | 1809 | 835 269 5700 | to | 5799 |
| 662 553 0774 | to | 0799 | 687 614 6774 | to | 6799 | 702 821 5730 | to | 5799 | 835 496 7303 | to | 7399 |
| 663 078 7034 | to | 7099 | 688 120 9000 | to | 9999 | 702 821 5805 | to | 5899 | 835 539 5200 | to | 5999 |
| 663 763 5300 | to | 5399 | 688 314 3107 | to | 3191 | 702 844 6975 | to | 6994 | 835 813 3015 | to | 3099 |
| 663 883 7039 | to | 7499 | 690 291 1361 | to | 1371 | 702 846 6331 | to | 6399 | 837 672 8967 | to | 8999 |
| 663 938 9200 | to | 9299 | 690 788 2877 | to | 2899 | 702 848 3900 | to | 3999 | 837 784 3282 | to | 3299 |
| 664 253 8000 | to | 8499 | 690 893 5344 | to | 5399 | 702 857 7302 | to | 7499 | 838 176 8377 | to | 8399 |
| 664 656 3055 | to | 3099 | 690 893 5512 | to | 5599 | 702 878 0114 | to | 0199 | 838 518 1257 | to | 1299 |
| 665 174 6400 | to | 6499 | 690 904 1300 | to | 1599 | 703 364 1707 | to | 1799 | 839 718 8257 | to | 8299 |

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|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 840 323 0600 to 0699 | 861 367 5400 to 5499 | 905 794 0288 to 0299 | 919 519 2786 to 2799 |
| 840 875 6235 to 6299 | 861 637 6010 to 6099 | 905 873 6900 to 6999 | 919 536 0770 to 0799 |
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| 841 349 5000 to 5099 | 862 216 6100 to 6199 | 905 880 8900 to 8999 | 919 915 2774 to 2787 |
| 841 805 7747 to 7899 | 862 263 9213 to 9299 | 905 889 7100 to 7199 | 920 155 4662 to 4687 |
| 841 805 7944 to 8099 | 862 271 0800 to 0999 | 906 158 1508 to 1599 | 920 309 9039 to 9199 |
| 842 226 0685 to 0695 | 862 271 5000 to 5099 | 906 558 8812 to 8899 | 920 771 5321 to 5399 |
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| 842 685 4742 to 4999 | 863 949 5300 to 5399 | 907 725 8500 to 8599 | 920 864 3480 to 3499 |
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| 843 077 6378 to 6399 | 865 500 4034 to 4099 | 909 067 7400 to 7499 | 922 280 2019 to 2099 |
| 843 758 5769 to 5778 | 865 883 6082 to 6099 | 909 100 1787 to 1799 | 922 280 2233 to 2299 |
| 843 786 2554 to 2699 | 866 004 3000 to 3999 | 909 100 1900 to 2099 | 922 773 0459 to 0499 |
| 845 656 8165 to 8199 | 866 442 4100 to 4899 | 909 355 0422 to 0499 | 923 032 7000 to 7399 |
| 845 727 2100 to 2199 | 867 366 9108 to 9118 | 909 568 8900 to 9099 | 923 045 3630 to 3699 |
| 845 746 2618 to 2635 | 867 633 7403 to 7499 | 909 568 9300 to 9499 | 923 484 3600 to 3699 |
| 846 390 7531 to 7599 | 867 737 5623 to 5699 | 909 725 7307 to 7399 | 923 493 9403 to 9599 |
| 846 918 0572 to 0599 | 868 169 4529 to 4599 | 909 833 0947 to 0999 | 923 493 9681 to 9699 |
| 847 237 7690 to 7699 | 868 173 8400 to 8599 | 910 219 8631 to 8699 | 923 604 4424 to 4499 |
| 847 284 2481 to 2499 | 868 514 9000 to 9099 | 910 265 1100 to 1199 | 923 810 7800 to 8299 |
| 847 374 7055 to 7065 | 868 566 9200 to 9299 | 910 471 7273 to 7299 | 924 252 1200 to 1299 |
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| 847 636 5304 to 5399 | 869 387 1150 to 1199 | 910 958 7499 to 7599 | 924 533 0711 to 0799 |
| 847 700 5447 to 5499 | 869 505 3500 to 3599 | 911 140 1000 to 2199 | 924 533 2343 to 2399 |
| 847 723 7500 to 7599 | 869 523 7033 to 7099 | 911 245 2545 to 2599 | 924 533 2428 to 2499 |
| 849 485 3427 to 3499 | 869 566 6150 to 6167 | 911 268 9077 to 9099 | 924 685 1957 to 1999 |
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| 850 546 1862 to 1899 | 870 536 5820 to 5829 | 911 523 3000 to 3999 | 926 432 5907 to 5999 |
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| 851 209 9880 to 9899 | 870 575 8155 to 8999 | 912 882 0563 to 0899 | 927 765 6257 to 6299 |
| 851 928 9221 to 9299 | 870 589 0485 to 0494 | 913 605 2218 to 2299 | 928 197 8100 to 8199 |
| 852 589 6560 to 6599 | 870 691 7060 to 7099 | 913 709 2429 to 2499 | 928 197 8283 to 8299 |
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| 854 304 4089 to 4999 | 872 029 9306 to 9399 | 914 063 4300 to 4399 | 930 219 1722 to 1799 |
| 854 529 2200 to 2299 | 872 078 3709 to 3799 | 914 346 7621 to 7644 | 930 335 7810 to 7819 |
| 854 532 0000 to 2999 | 872 100 0445 to 0459 | 914 453 1366 to 1399 | 931 097 9259 to 9299 |
| 855 001 6204 to 6249 | 900 556 4178 to 4199 | 914 529 6185 to 6299 | 931 156 1502 to 1579 |
| 855 319 9364 to 9399 | 900 845 0044 to 0099 | 914 896 4658 to 4699 | 931 156 1600 to 1625 |
| 855 361 3390 to 3399 | 900 936 0217 to 0299 | 915 187 8774 to 8779 | 931 156 1671 to 1699 |
| 856 226 0490 to 0499 | 900 936 0435 to 0499 | 915 300 2783 to 2799 | 932 506 6400 to 6599 |
| 856 656 5800 to 5999 | 901 058 5255 to 5280 | 915 546 6822 to 6999 | 932 732 1796 to 1799 |
| 856 752 0200 to 0299 | 901 273 1082 to 1099 | 915 646 5183 to 5199 | 932 827 9026 to 9099 |
| 857 111 1352 to 1399 | 901 287 5143 to 5199 | 915 671 3963 to 3980 | 932 957 2300 to 2399 |
| 857 279 3450 to 3499 | 901 291 2789 to 2799 | 915 671 3982 to 3999 | 933 060 6160 to 6189 |
| 857 843 4000 to 4099 | 901 525 7122 to 7199 | 915 675 2217 to 2299 | 933 387 2541 to 2561 |
| 858 124 7644 to 7699 | 902 089 1253 to 1299 | 916 440 3377 to 3399 | 933 760 3609 to 4199 |
| 858 756 3111 to 3299 | 902 198 9769 to 9799 | 916 670 6352 to 6399 | 933 894 0928 to 0999 |
| 859 063 8200 to 8699 | 902 948 1269 to 1299 | 916 682 5300 to 5399 | 934 018 2729 to 2741 |
| 859 190 0600 to 0644 | 902 985 0833 to 0899 | 916 694 1414 to 1499 | 934 180 0300 to 0399 |
| 859 437 5538 to 5599 | 903 370 6934 to 6999 | 916 703 0802 to 0821 | 934 236 3954 to 3999 |
| 859 811 2888 to 2899 | 904 600 6523 to 6599 | 917 089 0709 to 0799 | 934 622 8717 to 8999 |
| 859 855 8873 to 8999 | 904 892 0378 to 0399 | 917 089 0842 to 0899 | 935 216 0312 to 0399 |
| 860 240 8520 to 8599 | 904 892 0648 to 1299 | 917 216 2928 to 2999 | 935 843 2202 to 2247 |
| 860 275 3900 to 3999 | 905 056 2216 to 2299 | 917 370 6300 to 6499 | 936 024 8889 to 8899 |
| 860 518 9629 to 9699 | 905 510 6647 to 6799 | 917 486 4900 to 4999 | 936 339 4455 to 4499 |
| 860 600 0021 to 0999 | 905 510 6900 to 7099 | 918 460 0602 to 0699 | |
| 861 158 2350 to 2599 | 905 794 0000 to 0199 | 918 951 7231 to 7299 | |

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash outdated money orders **104 151 601 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

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|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 719 869 731 | to | 9 760 | 728 702 338 | to | 2 400 | 734 950 111 | to | 0 170 | 742 408 771 | to | 8 830 |
| 720 227 871 | to | 7 930 | 728 915 371 | to | 5 850 | 735 120 331 | to | 0 840 | 742 512 120 | to | 2 150 |
| 720 227 949 | to | 7 960 | 728 953 141 | to | 3 410 | 735 283 008 | to | 3 020 | 742 684 849 | to | 4 890 |
| 720 368 543 | to | 8 570 | 728 954 280 | to | 4 310 | 735 293 131 | to | 3 220 | 742 839 553 | to | 9 630 |
| 720 392 151 | to | 2 570 | 729 169 081 | to | 9 140 | 735 635 010 | to | 5 040 | 742 913 668 | to | 3 700 |
| 720 556 491 | to | 6 640 | 729 363 841 | to | 3 870 | 735 783 961 | to | 3 990 | 742 917 287 | to | 7 296 |
| 720 558 621 | to | 8 650 | 729 682 891 | to | 3 190 | 735 803 401 | to | 3 430 | 742 921 891 | to | 1 980 |
| 720 575 361 | to | 5 570 | 729 838 940 | to | 9 070 | 736 005 420 | to | 5 440 | 742 983 631 | to | 3 810 |
| 720 590 152 | to | 0 179 | 729 839 101 | to | 9 130 | 736 366 021 | to | 6 110 | 743 020 021 | to | 0 170 |
| 721 638 331 | to | 9 170 | 730 077 683 | to | 7 840 | 736 624 456 | to | 4 500 | 743 206 491 | to | 6 500 |
| 721 815 391 | to | 5 420 | 730 109 847 | to | 9 880 | 736 670 851 | to | 1 060 | 743 235 992 | to | 6 050 |
| 721 969 713 | to | 9 740 | 730 373 761 | to | 3 850 | 736 767 061 | to | 7 090 | 743 940 631 | to | 0 900 |
| 722 072 137 | to | 2 160 | 730 501 951 | to | 2 130 | 736 767 093 | to | 7 120 | 743 978 011 | to | 8 070 |
| 722 378 265 | to | 8 280 | 730 519 379 | to | 9 470 | 736 982 191 | to | 2 370 | 744 234 751 | to | 4 780 |
| 722 413 990 | to | 4 004 | 730 569 278 | to | 9 360 | 736 982 551 | to | 2 730 | 744 499 591 | to | 9 680 |
| 722 764 948 | to | 4 980 | 730 711 711 | to | 1 740 | 737 110 141 | to | 0 170 | 744 626 901 | to | 6 910 |
| 722 825 840 | to | 5 889 | 730 722 991 | to | 3 230 | 737 185 501 | to | 5 710 | 745 388 794 | to | 8 910 |
| 723 153 841 | to | 3 850 | 730 845 970 | to | 5 990 | 737 317 321 | to | 7 350 | 746 446 806 | to | 6 820 |
| 723 237 616 | to | 7 630 | 730 888 291 | to | 8 320 | 737 517 781 | to | 7 840 | 746 818 351 | to | 8 410 |
| 723 331 081 | to | 1 110 | 730 927 591 | to | 7 680 | 737 628 181 | to | 8 210 | 747 245 266 | to | 5 280 |
| 723 496 443 | to | 6 470 | 731 307 914 | to | 7 930 | 737 634 258 | to | 4 270 | 747 364 813 | to | 4 830 |
| 723 967 291 | to | 7 320 | 731 402 431 | to | 2 460 | 738 361 971 | to | 1 980 | 747 501 434 | to | 1 450 |
| 724 655 196 | to | 5 340 | 731 407 232 | to | 7 320 | 738 447 601 | to | 7 660 | 747 739 891 | to | 0 070 |
| 724 711 441 | to | 1 500 | 731 588 301 | to | 8 340 | 738 648 355 | to | 8 450 | 748 148 649 | to | 8 760 |
| 724 711 538 | to | 1 560 | 731 767 273 | to | 7 320 | 738 849 811 | to | 9 900 | 748 259 960 | to | 9 970 |
| 724 793 221 | to | 3 250 | 731 781 061 | to | 1 120 | 738 892 270 | to | 2 290 | 748 565 162 | to | 5 280 |
| 724 908 109 | to | 8 120 | 731 837 821 | to | 7 910 | 738 997 259 | to | 7 380 | 748 874 988 | to | 5 030 |
| 724 937 461 | to | 7 670 | 731 841 377 | to | 1 450 | 739 161 451 | to | 1 540 | 749 137 381 | to | 7 410 |
| 725 163 118 | to | 3 151 | 732 018 481 | to | 8 600 | 739 219 381 | to | 9 440 | 749 190 192 | to | 0 210 |
| 725 202 735 | to | 2 750 | 732 067 972 | to | 8 370 | 739 740 151 | to | 0 180 | 749 685 421 | to | 5 450 |
| 725 398 591 | to | 8 800 | 732 188 649 | to | 8 670 | 739 793 491 | to | 3 520 | 749 846 791 | to | 6 850 |
| 725 464 591 | to | 4 920 | 732 193 460 | to | 3 470 | 739 793 527 | to | 3 550 | 749 993 131 | to | 3 580 |
| 725 475 321 | to | 5 330 | 732 201 241 | to | 1 390 | 739 942 621 | to | 2 650 | 750 071 587 | to | 1 610 |
| 725 711 057 | to | 1 070 | 732 220 431 | to | 0 440 | 739 999 231 | to | 9 320 | 750 408 167 | to | 8 183 |
| 725 738 581 | to | 8 730 | 732 355 201 | to | 5 380 | 740 011 517 | to | 1 530 | 750 438 421 | to | 8 501 |
| 725 981 311 | to | 1 430 | 732 472 320 | to | 2 560 | 740 030 701 | to | 0 970 | 750 743 911 | to | 4 030 |
| 725 987 835 | to | 7 880 | 732 541 605 | to | 1 620 | 740 261 740 | to | 1 820 | 750 779 118 | to | 9 400 |
| 726 060 811 | to | 0 900 | 732 572 221 | to | 2 490 | 740 265 811 | to | 6 290 | 750 910 981 | to | 1 010 |
| 726 391 970 | to | 2 520 | 732 586 479 | to | 6 710 | 740 299 111 | to | 9 170 | 750 960 841 | to | 0 900 |
| 726 484 771 | to | 4 800 | 732 994 037 | to | 4 080 | 740 299 231 | to | 9 260 | 751 296 211 | to | 6 240 |
| 726 493 351 | to | 5 300 | 733 163 449 | to | 3 460 | 740 329 266 | to | 9 320 | 751 539 121 | to | 9 180 |
| 726 504 031 | to | 4 063 | 733 297 171 | to | 7 290 | 740 889 081 | to | 9 090 | 751 541 311 | to | 1 790 |
| 726 504 070 | to | 4 090 | 733 446 631 | to | 7 110 | 741 010 421 | to | 0 530 | 751 757 641 | to | 7 700 |
| 726 504 331 | to | 4 390 | 733 474 665 | to | 4 770 | 741 113 041 | to | 3 370 | 751 936 951 | to | 7 010 |
| 726 563 701 | to | 4 060 | 733 704 482 | to | 4 570 | 741 373 891 | to | 4 340 | 751 951 861 | to | 1 890 |
| 726 599 371 | to | 9 460 | 733 751 041 | to | 1 130 | 741 452 369 | to | 2 490 | 751 999 021 | to | 9 110 |
| 726 626 356 | to | 6 370 | 734 009 101 | to | 9 130 | 741 492 991 | to | 3 140 | 752 139 516 | to | 9 570 |
| 727 182 271 | to | 2 510 | 734 290 759 | to | 0 770 | 741 553 460 | to | 3 470 | 752 182 892 | to | 2 950 |
| 727 416 181 | to | 6 240 | 734 389 273 | to | 9 290 | 741 764 431 | to | 4 520 | 752 206 861 | to | 7 100 |
| 727 481 431 | to | 1 460 | 734 440 031 | to | 0 111 | 742 178 834 | to | 8 880 | 752 295 241 | to | 5 600 |
| 727 749 241 | to | 9 780 | 734 797 201 | to | 7 320 | 742 325 500 | to | 5 520 | 752 731 351 | to | 1 410 |
| 728 382 331 | to | 2 480 | 734 939 611 | to | 9 640 | 742 325 668 | to | 5 700 | 752 767 441 | to | 7 470 |

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|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 753 008 941 | to | 9 030 | 763 155 160 | to | 5 180 | 773 231 311 | to | 1 340 | 800 872 741 | to | 2 830 |
| 753 194 311 | to | 4 370 | 763 178 631 | to | 8 660 | 773 348 739 | to | 8 940 | 801 349 801 | to | 9 830 |
| 753 620 378 | to | 0 400 | 763 506 001 | to | 6 060 | 773 348 739 | to | 8 940 | 801 676 681 | to | 7 100 |
| 754 013 917 | to | 3 940 | 763 522 141 | to | 2 470 | 773 575 891 | to | 5 950 | 802 967 821 | to | 7 940 |
| 754 161 061 | to | 1 120 | 763 717 694 | to | 7 800 | 773 852 971 | to | 3 030 | 803 217 601 | to | 7 780 |
| 754 358 445 | to | 8 610 | 763 826 461 | to | 6 520 | 775 373 449 | to | 3 460 | 803 729 731 | to | 9 850 |
| 754 410 451 | to | 0 660 | 763 900 460 | to | 0 471 | 789 257 191 | to | 7 250 | 803 747 402 | to | 7 520 |
| 754 438 393 | to | 8 410 | 763 900 479 | to | 0 530 | 790 448 020 | to | 8 460 | 804 138 181 | to | 8 420 |
| 754 493 109 | to | 3 130 | 763 917 271 | to | 7 750 | 790 597 485 | to | 7 530 | 804 428 224 | to | 8 250 |
| 754 664 182 | to | 4 220 | 764 125 801 | to | 5 860 | 790 911 883 | to | 1 900 | 804 682 411 | to | 2 710 |
| 754 816 377 | to | 6 470 | 764 284 525 | to | 4 560 | 791 057 441 | to | 7 550 | 805 272 525 | to | 2 540 |
| 755 487 421 | to | 7 600 | 764 526 241 | to | 6 330 | 791 239 081 | to | 9 290 | 805 523 445 | to | 3 460 |
| 755 592 901 | to | 3 140 | 764 601 421 | to | 1 600 | 791 374 483 | to | 4 500 | 805 745 704 | to | 5 730 |
| 755 790 020 | to | 0 030 | 764 650 231 | to | 0 470 | 791 387 971 | to | 8 030 | 806 452 907 | to | 2 980 |
| 755 791 730 | to | 1 800 | 764 984 371 | to | 4 850 | 791 447 521 | to | 7 850 | 806 744 781 | to | 4 850 |
| 755 926 951 | to | 7 070 | 765 003 667 | to | 3 680 | 791 451 151 | to | 1 240 | 806 982 181 | to | 2 300 |
| 755 934 332 | to | 4 510 | 765 042 517 | to | 2 540 | 791 500 009 | to | 0 470 | 807 764 791 | to | 4 910 |
| 755 957 701 | to | 8 000 | 765 194 728 | to | 4 970 | 791 771 431 | to | 1 490 | 808 089 931 | to | 9 960 |
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| 756 035 371 | to | 5 490 | 765 541 801 | to | 2 100 | 792 018 379 | to | 8 420 | 808 753 771 | to | 3 800 |
| 756 301 257 | to | 1 290 | 765 638 461 | to | 8 970 | 792 070 621 | to | 0 740 | 809 189 001 | to | 9 010 |
| 756 371 565 | to | 1 580 | 765 647 101 | to | 7 190 | 792 145 211 | to | 5 230 | 809 886 879 | to | 6 930 |
| 756 876 031 | to | 6 120 | 765 813 781 | to | 4 029 | 792 391 381 | to | 1 620 | 809 890 489 | to | 0 500 |
| 756 876 151 | to | 6 240 | 765 879 314 | to | 9 390 | 792 452 779 | to | 2 790 | 810 323 734 | to | 3 760 |
| 756 970 129 | to | 0 140 | 765 954 001 | to | 4 030 | 792 772 728 | to | 2 770 | 810 367 116 | to | 7 140 |
| 757 059 613 | to | 9 630 | 766 120 286 | to | 0 320 | 792 903 511 | to | 3 990 | 810 526 351 | to | 6 500 |
| 757 078 540 | to | 8 560 | 766 125 716 | to | 5 750 | 793 282 518 | to | 2 533 | 810 806 911 | to | 6 940 |
| 757 086 209 | to | 6 240 | 766 158 824 | to | 8 840 | 794 041 831 | to | 2 040 | 810 807 211 | to | 7 240 |
| 757 240 591 | to | 0 650 | 766 388 433 | to | 8 460 | 794 397 709 | to | 7 780 | 811 423 021 | to | 3 110 |
| 757 277 371 | to | 7 700 | 766 509 421 | to | 9 660 | 794 581 741 | to | 2 040 | 811 517 221 | to | 7 239 |
| 757 291 591 | to | 2 730 | 766 572 901 | to | 3 020 | 794 592 122 | to | 2 150 | 811 721 101 | to | 1 130 |
| 757 964 251 | to | 4 280 | 766 748 500 | to | 8 521 | 795 032 251 | to | 2 340 | 812 025 721 | to | 5 900 |
| 758 067 001 | to | 7 090 | 767 024 341 | to | 4 370 | 795 796 291 | to | 6 350 | 812 093 073 | to | 3 130 |
| 758 105 221 | to | 5 250 | 767 326 471 | to | 6 590 | 796 070 139 | to | 0 160 | 812 100 821 | to | 0 840 |
| 758 324 941 | to | 5 000 | 767 332 561 | to | 2 950 | 796 143 151 | to | 3 630 | 812 465 251 | to | 5 610 |
| 758 593 628 | to | 3 650 | 768 009 841 | to | 9 960 | 796 159 725 | to | 9 740 | 812 918 341 | to | 8 670 |
| 758 709 038 | to | 9 060 | 768 011 489 | to | 1 520 | 796 169 306 | to | 9 340 | 812 918 701 | to | 8 760 |
| 758 744 101 | to | 4 160 | 768 177 980 | to | 7 990 | 796 373 406 | to | 3 430 | 813 050 491 | to | 0 520 |
| 758 850 883 | to | 0 900 | 768 391 081 | to | 1 170 | 796 602 961 | to | 3 050 | 813 073 171 | to | 3 200 |
| 758 860 951 | to | 1 550 | 768 661 569 | to | 1 650 | 796 708 441 | to | 8 500 | 813 398 476 | to | 8 550 |
| 759 152 851 | to | 2 880 | 769 000 051 | to | 0 080 | 796 886 281 | to | 6 430 | 813 713 971 | to | 4 000 |
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| 760 004 596 | to | 4 610 | 769 159 081 | to | 9 178 | 796 975 466 | to | 5 590 | 814 789 330 | to | 9 349 |
| 760 118 191 | to | 8 250 | 769 737 496 | to | 7 510 | 797 272 917 | to | 2 950 | 814 984 656 | to | 4 680 |
| 760 155 001 | to | 5 090 | 769 778 491 | to | 8 730 | 797 519 441 | to | 9 460 | 815 016 020 | to | 6 030 |
| 760 378 002 | to | 8 020 | 769 827 331 | to | 7 450 | 797 519 731 | to | 0 240 | 815 199 410 | to | 9 420 |
| 760 692 722 | to | 2 749 | 770 216 071 | to | 6 100 | 797 535 181 | to | 5 330 | 815 240 491 | to | 0 520 |
| 761 055 460 | to | 5 480 | 770 723 281 | to | 3 400 | 797 646 151 | to | 6 180 | 815 755 591 | to | 5 620 |
| 761 169 781 | to | 9 810 | 770 790 451 | to | 0 480 | 798 040 053 | to | 0 080 | 815 755 622 | to | 5 650 |
| 761 504 941 | to | 5 120 | 770 915 150 | to | 5 490 | 798 055 813 | to | 5 830 | 815 806 381 | to | 6 680 |
| 761 516 836 | to | 6 910 | 771 455 551 | to | 5 610 | 798 055 891 | to | 5 950 | 816 126 834 | to | 6 870 |
| 761 613 588 | to | 3 600 | 771 609 661 | to | 9 690 | 798 326 371 | to | 6 520 | 816 156 721 | to | 6 780 |
| 761 688 631 | to | 8 690 | 771 932 551 | to | 2 580 | 798 339 167 | to | 9 210 | 816 580 903 | to | 0 920 |
| 761 805 199 | to | 5 240 | 772 057 224 | to | 7 440 | 798 562 411 | to | 2 440 | 816 945 571 | to | 5 600 |
| 761 826 106 | to | 6 120 | 772 162 660 | to | 3 070 | 798 632 461 | to | 2 490 | 817 253 011 | to | 3 280 |
| 761 881 171 | to | 1 560 | 772 718 615 | to | 8 640 | 798 807 151 | to | 7 510 | 817 763 881 | to | 4 060 |
| 761 975 641 | to | 5 670 | 772 940 140 | to | 0 160 | 798 944 761 | to | 5 030 | 818 330 562 | to | 0 610 |
| 761 975 886 | to | 5 895 | 772 970 886 | to | 0 940 | 799 118 616 | to | 8 640 | 818 459 641 | to | 9 670 |
| 762 304 144 | to | 4 170 | 773 009 419 | to | 9 430 | 799 133 191 | to | 3 220 | 818 926 273 | to | 6 320 |
| 762 324 931 | to | 4 960 | 773 112 031 | to | 2 060 | 799 177 626 | to | 7 650 | 818 950 351 | to | 0 380 |
| 762 439 261 | to | 9 290 | 773 125 387 | to | 5 410 | 799 854 751 | to | 5 200 | 818 962 492 | to | 2 530 |
| 762 524 158 | to | 4 220 | 773 179 320 | to | 9 410 | 800 044 320 | to | 4 410 | 819 032 341 | to | 2 730 |
| 762 584 872 | to | 4 970 | 773 202 989 | to | 3 140 | 800 211 901 | to | 2 440 | 819 127 054 | to | 7 080 |
| 762 593 431 | to | 3 460 | 773 208 991 | to | 9 290 | 800 427 530 | to | 7 540 | 819 278 540 | to | 8 670 |

| | | | | | | | | | | | |
|--------------------|-----------|--------------|-------------|----|-------|-------------|----|-------|-------------|----|-------|
| 819 544 681 | to | 4 740 | 822 900 991 | to | 1 020 | 826 582 951 | to | 3 430 | 828 732 331 | to | 2 390 |
| 819 928 441 | to | 8 650 | 822 925 951 | to | 6 100 | 826 720 201 | to | 0 230 | 828 807 781 | to | 7 840 |
| 820 034 406 | to | 4 430 | 823 284 931 | to | 4 990 | 827 005 671 | to | 5 830 | 828 830 952 | to | 0 963 |
| 820 070 761 | to | 1 540 | 823 293 031 | to | 3 210 | 827 287 861 | to | 7 950 | 828 939 781 | to | 0 050 |
| 820 191 342 | to | 1 360 | 823 556 011 | to | 6 100 | 827 291 502 | to | 1 520 | 829 002 721 | to | 2 870 |
| 820 274 856 | to | 4 880 | 824 078 341 | to | 8 370 | 827 575 381 | to | 5 470 | 829 005 301 | to | 5 540 |
| 820 600 171 | to | 0 230 | 824 156 325 | to | 6 340 | 827 609 085 | to | 9 100 | 829 080 241 | to | 0 330 |
| 821 172 241 | to | 2 360 | 824 511 252 | to | 1 270 | 827 619 811 | to | 9 840 | 829 160 986 | to | 1 000 |
| 821 229 661 | to | 9 720 | 824 588 281 | to | 8 370 | 827 883 511 | to | 3 600 | 829 176 841 | to | 6 930 |
| 821 229 743 | to | 9 780 | 825 140 397 | to | 0 460 | 828 160 441 | to | 0 530 | 829 471 561 | to | 1 590 |
| 821 903 731 | to | 3 910 | 825 409 651 | to | 9 680 | 828 376 201 | to | 6 260 | 829 561 065 | to | 1 080 |
| 821 927 841 | to | 7 850 | 825 472 171 | to | 2 200 | 828 441 602 | to | 1 630 | 829 566 481 | to | 6 510 |
| 822 505 801 | to | 5 830 | 826 042 898 | to | 2 920 | 828 539 316 | to | 9 340 | 829 569 931 | to | 9 960 |
| 822 703 442 | to | 3 470 | 826 226 644 | to | 6 670 | 828 539 341 | to | 9 370 | | | |

— Criminal Investigations Group, Postal Inspection Service, 11-18-10

Verifying U.S. Postal Service Money Orders

Follow these steps to cash a Postal Service™ money order:

1. Check that the amount does not exceed the legal limit: \$1,000 for domestic, and \$700 for international postal money orders.
2. Check that the proper security features are present:
 - When held to the light, a watermark of Benjamin Franklin is repeated from top to bottom on the left side.
 - When held to the light, a dark line (security thread) runs from top to bottom with the word “USPS” repeated.
 - There should be no discoloration around the dollar amounts, which might indicate the amounts were changes.

These appear in Postal Service Notice 299, *U.S. Postal Money Order Reference Card*, or online at <http://www.usps.com/missingmoneyorders/security.htm>.

3. If the money order seems suspicious, call the U.S. Postal Service Money Order Verification System at 866-459-7822.

Please provide this information to local banks and retailers, as they also receive Postal Service money orders for cashing.

— *Special Services,
Retail Products and Services, 11-18-10*

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. Destroy all interim notices when the numbers listed appear in the *Postal Bulletin*.

| | |
|-------------|-------------|
| 671,819,086 | 686,794,382 |
| 676,612,640 | 686,794,426 |
| 677,891,039 | 686,794,427 |
| 678,282,493 | 686,794,431 |
| 678,916,031 | 687,262,502 |
| 679,552,215 | 687,262,503 |
| 679,694,334 | 687,262,525 |
| 679,751,983 | 687,262,526 |
| 679,800,207 | 687,287,578 |
| 681,130,536 | 687,287,581 |
| 681,844,376 | 687,287,582 |
| 683,594,542 | 694,063,898 |
| 684,683,610 | 694,063,899 |
| 686,619,878 | 694,063,980 |
| 686,619,886 | 701,321,725 |
| 686,619,887 | |

— *Criminal Investigations Group,
Postal Inspection Service, 11-18-10*

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Criminal Investigations Group,
Postal Inspection Service, 11-18-10*

Other Information

Overseas Military/Diplomatic Mail

Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO/DPO table below outlines these conditions by APO/FPO/DPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the [Restrictions](#) page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO/DPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO/DPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1600 ET.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO/DPO table starting below.

Changes

| APO/FPO/DPO | Action | Effective Date | See Restrictions |
|--------------|--------|----------------|---------------------------|
| APO AE 09080 | Close | 11/18/10 | |
| DPO AE 09845 | Open | 11/18/10 | A-A1-B-B2-E3-F-F1-I-M-N-Z |

We have eliminated “Not Active” entries from the table below to save space and paper.

APO/FPO/DPO Table

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|------------------------|---------------------|---------------------|---------------------|--------------------------------|---------------------|----------------------------------|
| 09002 | A1-B-C-D-M-R-U | 09068 | A1-B-C-D-U-Z1 | 09172 | A1-B-C-D-M-R-U | 09309 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09003 | A1-B-C-D-M-P-R-U | 09069 | A-A1-B-C-D-U-V | 09173 | A1-B-C-D-M-R-U | 09310 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 |
| 09004 | A1-B-C-D-M-R-U | 09075 | A1-B-C-D-M-R-U | 09177 | A1-B-C-D-M-R-U | 09311 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 |
| 09005 | A1-B-C-D-M-P-R-U | 09079 | A1-B-C-D-M-R-U | 09180 | A1-B-C-D-M-R-U | 09312 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 |
| 09006 | A1-B-C-D-M-R-U | 09081 | A1-B-C-D-M-R-U | 09186 | A1-B-C-D-M-R-U | 09313 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09007 | A1-B-C-D-M-R-U | 09086 | A1-B-C-D-M-R-U | 09211 | A1-B-C-D-M-P-R-U | 09314 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09008 | A-A1-B-C-D-M-P-R-U | 09088 | A1-B-C-D-M-R-U | 09213 | A1-B-C-D-F1-M-R-U | 09315 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 |
| 09009 | A1-B-C-D-F1-M-R-U | 09090 | A1-B-C-D-M-P-R-U | 09214 | A1-B-C-D-F1-M-R-U | 09316 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 |
| 09011 | A1-B-C-D-M-R-U | 09092 | A1-B-C-D-M-R-U | 09226 | A1-B-C-D-F1-M-R-U | 09317 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09012 | A1-B-C-D-F-F1-M-R-U | 09094 | A1-B-C-D-F-F1-M-P-R | 09227 | A1-B-C-D-F1-M-R-U | 09320 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09013 | A1-B-C-D-F-F1-M-R-U-Z1 | 09095 | A1-B-C-D-M-R-U | 09229 | A1-B-C-D-M-R-U | 09321 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09014 | A1-B-C-D-M-R-U | 09096 | A1-B-C-D-M-R-U | 09237 | A1-B-C-D-M-R-U-V | 09327 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09020 | A1-B-C-D-M-R-U | 09099 | A1-B-C-D-M-R-U | 09245 | A1-B-C-D-M-R-U | 09328 | A-A1-B-C1-E2-F-H1-R-R1-V-Z1 |
| 09021 | A1-B-C-D-F1-M-R-U | 09100 | A1-B-C-D-M-R-U | 09250 | A1-B-C-D-M-R-U | 09330 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09028 | A1-B-C-D-M-R-U | 09102 | A1-B-C-D-M-R-U | 09261 | A1-B-C-D-F1-M-R-U-V | 09331 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09033 | A1-B-C-D-M-R-U | 09103 | A1-B-C-D-U | 09263 | A1-B-C-D-M-R-U | 09332 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09034 | A1-B-C-D-M-R-U | 09104 | A1-B-C-D-F1-M-R-U | 09264 | A1-B-C-D-M-R-U | 09333 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 |
| 09038 | A1-B-C-D-M-R-U | 09107 | A1-B-C-D-M-R-U | 09265 | A1-B-C-D-F1-M-N-R-U | | |
| 09042 | A1-B-C-D-M-R-U | 09112 | A1-B-C-D-M-R-U | 09267 | A1-B-C-D-M-R-U | | |
| 09046 | A1-B-C-D-M-R-U | 09114 | A1-B-C-D-M-R-U | 09301 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | | |
| 09049 | A1-B-C-D-M-R-U | 09123 | A1-B-C-D-F1-M-R-U | 09302 | A-A1-B-C1-F-F1-M-N-V-Z-Z1 | | |
| 09051 | A1-B-C-D-M-R-U | 09126 | A1-B-C-D-F-F1-M-P-R | 09304 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | | |
| 09053 | A1-B-C-D-M-R-U | 09128 | A1-B-C-D-M-R-U | 09305 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | | |
| 09054 | A1-B-C-D-M-R-U | 09131 | A1-B-C-D-M-R-U | 09306 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 | | |
| 09055 | A1-B-C-D-F-M-R-R1-U-V | 09136 | A1-B-C-D-F1-M-R | 09307 | A1-B-N-V-Z1 | | |
| 09058 | A1-B-C-D-M-R-U | 09137 | A1-B-C-D-F1-M-R-U | 09308 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | | |
| 09059 | A1-B-C-D-M-R-U | 09138 | A1-B-C-D-M-R-U | | | | |
| 09060 | A1-B-C-D-F1-M-R-U | 09139 | A1-B-C-D-M-R-U | | | | |
| 09063 | A1-B-C-D-L-M-R-U | 09140 | A1-B-C-D-M-R-U | | | | |
| 09067 | A1-B-C-D-M-R-U | 09142 | A1-B-C-D-F-F1-P-R-U | | | | |
| | | 09143 | A1-B-C-D-M-R-U | | | | |
| | | 09154 | A1-B-C-D-M-R-U | | | | |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|--|---------------------|-------------------------------------|---------------------|---------------------------------|---------------------|--|
| 09334 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09372 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 09511 | A1-B-V | 09625 | A1-B-C-F-U |
| 09336 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 | 09373 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 09513 | A1-B-F-F1-R-R1-V | 09626 | A1-B-C-F-U |
| 09337 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09374 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | 09517 | A1-B-F-F1-R-R1-V | 09627 | A1-B-C-F-U |
| 09338 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09375 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | 09524 | A1-B-F-F1-R-R1-V | 09630 | A1-B-C-F-U-V |
| 09339 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09376 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 09532 | A1-B-F-F1-R-R1-V | 09631 | A1-B-C-F-U |
| 09340 | A-A1-B-C1-F-R-V | 09377 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 09534 | A1-B-F-F1-R-R1-V | 09633 | A1-B-B2-C-D-F-F1-M-R-U-U1-U2-U3-V-Z1 |
| 09342 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09378 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09543 | A1-B-F-F1-R-R1-V | 09636 | A1-B-C-F-U |
| 09343 | A-A1-B-C1-F-M-N-V-Z1 | 09380 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09545 | A1-B-V | 09642 | A1-B-M-N-R-U |
| 09344 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09382 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09549 | A1-B-V | 09643 | A1-B-M-R-U |
| 09347 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09383 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09554 | A1-B-F-F1-R-R1-V | 09645 | A1-B-C-F-F1-U |
| 09348 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09384 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09556 | A1-B-F-F1-R-R1-V | 09647 | A1-B-N-R-U |
| 09350 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09387 | A-A1-B-C1-E2-F-H1-M-R-V | 09564 | A1-B-F-F1-R-R1-V | 09648 | A1-B-N-U-V-Z1 |
| 09351 | A-A1-B-C1-E2-F-H1-M-R-V-Z1 | 09391 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09565 | A1-B-F-F1-R-R1-V | 09649 | A1-B-N-U-Z1 |
| 09352 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09393 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09566 | A1-B-F-F1-R-R1-V | 09701 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 |
| 09353 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09396 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09567 | A1-B-F-F1-R-R1-V | 09702 | A1-B-C-C1-F1-M-R-R1-U |
| 09354 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09402 | A-A1-B-C-F-R-R1-U3-W | 09568 | A1-B-V | 09703 | A1-B-C-F1-U |
| 09355 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09403 | A1-B-C-C1-M-R-U | 09569 | A1-B-F-F1-R-R1-V | 09704 | A1-B-C-V |
| 09356 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09421 | A1-B-C-C1-M-R-U | 09570 | A1-B-F-F1-R-R1-V | 09705 | A1-B-U |
| 09357 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09447 | A1-B-C-C1-R-U-V | 09573 | A1-B-F-F1-R-R1-V | 09706 | A1-B-C-N-R-U-V |
| 09358 | A-A1-B-C1-E2-F-F1-H1-M-N-R-R1-T-V-W-Z1 | 09454 | A1-B-C-C1-M-R-U-V | 09574 | A1-B-F-F1-R-R1-V | 09707 | A1-B-C-N-R-U-V |
| 09359 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09456 | A1-B-C-C1-H-H1-M-R-Z1 | 09575 | A1-B-F-F1-R-R1-V | 09708 | A1-B |
| 09360 | A1-B-V | 09459 | A1-B-C-C1-M-R-U | 09576 | A1-B-F-F1-R-R1-V | 09709 | A1-B-F1 |
| 09361 | A-A1-B-C1-E2-F-H1-M-R-R1-U2-V-Z1 | 09461 | A1-B-C-C1-M-P-R-U | 09577 | A1-B-V | 09710 | A1-B-C-C1-F1-M-N-R-R1-U |
| 09362 | A-A1-B-C1-E2-F-H1-R-V-Z1 | 09463 | A1-B-C-C1-R-U | 09578 | A1-B-F-F1-R-R1-V | 09711 | A1-B-F1-N-R-Z1 |
| 09363 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09464 | A1-B-C-C1-R-U | 09579 | A1-B-F-F1-R-R1-V | 09713 | A1-B-C-F1-R |
| 09364 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09468 | A1-B-C-C1-M-R-U | 09581 | A1-B-F-F1-R-R1-V | 09714 | A1-B-C-C1-F1-M-R-R1-U |
| 09365 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09469 | A1-B-C-C1-R-U | 09582 | A1-B-F-F1-R-R1-V | 09715 | A1-B-F1-M-R |
| 09366 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09470 | A1-B-C-C1-M-R-U | 09586 | A1-B-F-F1-R-R1-V | 09716 | A1-B-C-D-M-N-R-U-V |
| 09368 | A-A1-B-C1-E2-F-H1-M-N-R-V-Z1 | 09494 | A1-B-C-C1-M-R-U | 09587 | A1-B-F-F1-R-R1-V | 09717 | A-A1-B-M-R-V-W |
| 09369 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 09496 | A1-B-C-C1-R-U-V | 09588 | A1-B-V | 09718 | A1-B-F-I-N-R-U-V |
| 09370 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09498 | A1-B-C-C1-F-F1-F2-J-L-N-R-R1-T-V-Z1 | 09589 | A1-B-V | 09719 | A1-B-C-D-M-R-U-V |
| 09371 | A-A1-B-C1-E2-F-H1-M-R-V | 09501 | A1-B-V | 09590 | A1-B-V | 09720 | A1-B-M-R-U-V |
| | | 09502 | A1-B-V | 09591 | A1-B-F-F1-R-R1-V | 09721 | A1-B-N-R-U-V-Z1 |
| | | 09503 | A1-B-V | 09593 | A1-B-V | 09722 | A-A1-B-F-N-Q-V-Z1 |
| | | 09504 | A1-B-V | 09594 | A1-B-V | 09723 | A1-B-M-N-R-U-V-Z1 |
| | | 09505 | A1-B-V | 09596 | A1-B-V | 09724 | A1-B-C-C1-F1-M-R-R1-U |
| | | 09506 | A1-B-V | 09599 | A1-B-F-F1-R-R1-V | 09726 | A1-B-M-N-R-U-V |
| | | 09507 | A1-B-V | 09602 | A1-B-C-F-F1-N-R-U | 09727 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 |
| | | 09508 | A1-B-V | 09603 | A1-B-C-F-F1-R-U-V | 09728 | A-A1-B-B2-C-C1-F-J-L-N-R-R1-T-V-Z1 |
| | | 09509 | A1-B-V | 09604 | A1-B-C-F-F1-P-R-U-V | 09729 | A1-B-C-F-N-R-R1-U-V |
| | | 09510 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09605 | A1-B-C-D-M-R-U-V | 09730 | A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1 |
| | | | | 09606 | A1-B-C-D-M-R-U-V | 09731 | A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1 |
| | | | | 09607 | A-A1-B-C-C-F-F1-M-R-R1-U-U3-V-W | 09732 | A1-B-N-V-Z1 |
| | | | | 09608 | A1-B-C-F-N-U-V | 09733 | A1-B-N-V |
| | | | | 09609 | A1-B-C-F-U | 09734 | A-A1-B-C-C1-F-J-L-M-N-R-R1-T-V-Z1 |
| | | | | 09610 | A1-B-C-F-F1-M-R-U-V | 09735 | A1-B-N-V-Z1 |
| | | | | 09613 | A1-B-C-F-U-V | | |
| | | | | 09617 | A1-B-C-F-U | | |
| | | | | 09618 | A1-B-C-F-U | | |
| | | | | 09620 | A1-B-C-F-U | | |
| | | | | 09621 | A1-B-C-F-U | | |
| | | | | 09622 | A1-B-C-F-U | | |
| | | | | 09623 | A1-B-C-F-U | | |
| | | | | 09624 | A1-B-C-F-U | | |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|--|---------------------|---|---------------------|---|---------------------|----------------------|
| 09736 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 09812 | A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 09870 | A-A1-B-C1-E2-F-H1-M-R-R1-U-V-Z1 | 96206 | A-A1-B-U |
| 09737 | A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-W-Y-Z1 | 09813 | A-A1-B-B2-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1 | 09880 | A-A1-B-C1-E2-F-H1-R-R1-U-V-Z1 | 96207 | A-A1-B-V |
| 09738 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 09814 | A1-B-E2-E3-F-F1-I-N-R-U-V-Z-Z1 | 09890 | A1-B-E2-F-H1-N-R-R1-U2-V-Z1 | 96209 | A-A1-B-J-L-N-U |
| 09739 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 09815 | A-A1-B-C1-E2-F-H1-M-R-R1-V-Z1 | 09892 | A-A1-B-E2-F-N-R-R1-V-Z1 | 96213 | A-A1-B-U |
| 09741 | A-A1-B-C1-E2-F-F1-H1-J-L-M-N-R-R1-T-V-W-Y-Z1 | 09816 | A-A1-B-B2-C-C1-E2-E3-F-J-L-N-R-R1-T-V-Z1 | 09898 | A1-B-E2-F-H1-N-R-R1-U2-V-Z1 | 96214 | A-A1-B-U |
| 09742 | A-A1-B-B2-F-F1-J-L-M-N-R-T-V-Z1 | 09817 | A-A1-B-B2-C1-E2-E3-F-F1-H-H1-J-L-M-N-R-T-V-Z1 | 34002 | A1-B-J-L-N-U-Z1 | 96218 | A-A1-B-U |
| 09743 | A-A1-B-F-N-Q-V-Z-Z1 | 09818 | A-A1-B-C-F-M-V-Z1 | 34004 | A-B-J-L-N-U-V | 96224 | A-A1-B-U |
| 09744 | A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1 | 09819 | A-A1-B-P-R-V-Z1 | 34006 | A-A1-B-C1-F1-N-V-Z1 | 96257 | A-A1-B-U |
| 09745 | A-A1-B-F-F1-M-N-R-R1-V-Z1 | 09820 | A-A1-B-B2-F-H-H1-J-L-M-N-R-R1-T-V-Z1 | 34007 | A-A1-B-C1-F-F1-M-N-R-R1-V-Z1 | 96258 | A-A1-B-U |
| 09746 | A-A1-B-C-E1-N-V-Z-Z1 | 09821 | A-A1-B-F-R-V-Z1 | 34008 | A1-B-B2-D-E1-F-H-H1-J-L-M-N-R-R1-T-V-Z1 | 96260 | A-A1-B-U |
| 09747 | A1-B-F-J-N-U-V-Z1 | 09822 | A-A1-B-F-R-V-Z1 | 34011 | A1-B-B2-C1-E2-F-J-L-M-N-R-R1-T-V-Z1 | 96262 | A-A1-B-U-V |
| 09748 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 09823 | A-A1-B-F-R-V-Z1 | 34020 | A1-B-J-L-M-N-U-V-Z1 | 96264 | A-A1-B-U |
| 09749 | A-A1-B-F-N-V-Z1 | 09824 | A-A1-B-F-R-V-Z1 | 34021 | A1-B-J-L-M-N-U-V-Z1 | 96266 | A-A1-B-U |
| 09750 | A-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1 | 09825 | A-A1-B-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 34022 | A1-B-D-F-J-L-M-N-U-V-Z1 | 96267 | A-A1-B-U-V |
| 09751 | A1-B-C-D-M-R-U | 09826 | A-A1-B-B2-C1-E1-E2-E3-F-I-L-M-N-R-R1-T-V-W-Z-Z1 | 34023 | A1-B-J-L-M-N-U-V-Z1 | 96269 | A-A1-B-U |
| 09752 | A1-B-C-D-U | 09827 | A-A1-B-F-F1-N-R-V-Z1 | 34024 | A1-B-L-M-N-U-V-Z1 | 96271 | A-A1-B-U |
| 09754 | A1-B-U | 09828 | A1-B-J-L-N-V-Z1 | 34025 | A1-B-F-J-L-M-N-U-V-Z1 | 96275 | A-A1-B-V |
| 09755 | A1-B-U | 09829 | A1-B-C-N-R-V-Z1 | 34030 | A1-B-J-L-M-N-U-V-Z1 | 96276 | A-A1-B |
| 09756 | A1-B-U | 09830 | A1-B-C-M-N-R-V-Z1 | 34031 | A1-B-J-L-M-N-U-V-Z1 | 96278 | A-A1-B-U |
| 09757 | A1-B-U | 09831 | A1-B-F-N-U-V-Z1 | 34032 | A1-B-J-L-M-N-U-V-Z1 | 96283 | A-A1-B-U |
| 09758 | A-A1-B-B2-C-C1-F-J-L-M-N-R-R1-T-V-Z1 | 09832 | A-A1-B-U1-V-Z1 | 34033 | A1-B-C-F-J-L-M-N-V-Z1 | 96284 | A-A1-B-U-V |
| 09759 | A-A1-B-B2-C-C1-E2-F-F1-F2-J-L-N-R-R1-T-V-Z1 | 09833 | A1-B-U1-V-Z1 | 34034 | A1-B-J-L-M-N-V-Z1 | 96297 | A-A1-B-U |
| 09762 | A-A1-B-B2-E3-F-F1-J-L-N-R-R1-T-V-Z1 | 09834 | A1-B-F-F1-R-R1-V-Z1 | 34035 | A1-B-H-J-L-M-N-U-V-Z1 | 96303 | A1-B-H-L-M-N-V-W |
| 09769 | A-A1-B-B2-C-C1-D-F-J-L-M-N-R-R1-T-V-Z1 | 09835 | A-A1-B-V-Z1 | 34036 | A1-B-J-L-M-N-U-V-Z1 | 96306 | A1-B-F-F1-F2-H-M-W |
| 09777 | A-A1-B-C-E1-M-N-R | 09836 | A-A1-B-C-F-M-V-Z1 | 34037 | A1-B-C-F-H-I-L-M-N-V-Z-Z1 | 96309 | A1-B-M-V-W |
| 09780 | A-A1-B-F-N-R-V | 09837 | A1-B-V-Z1 | 34038 | A1-B-L-M-N-U-V-Z1 | 96310 | A1-B-M-W |
| 09798 | A1-B-C-D-L-U-V | 09838 | A1-B-V-Z1 | 34039 | A1-B-J-L-M-N-U-V-Z1 | 96319 | A1-B-M-W |
| 09801 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09839 | A-A1-B-U-V-Z1 | 34041 | A1-B-J-L-M-N-U-V-Z1 | 96321 | A1-B-F-F1-F2-H-M-W |
| 09803 | A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09840 | A-A1-B-V-Z1 | 34042 | A1-B-D-F-M-N-V-Z1 | 96322 | A1-B-F-F1-F2-H-M-W |
| 09804 | A-A1-B-F-F1-N-R-V-Z1 | 09841 | A-A1-B-N-R-U-Z1 | 34050 | A1-B-V | 96323 | A1-B-M-V-W |
| 09805 | A-B-F-F1-R-R1-V-Z1 | 09842 | A-A1-B-M-N-R-Z1 | 34055 | A1-B-J-L-M-N-U-V-Z1 | 96326 | A1-B-M-W |
| 09806 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09844 | A-A1-B-C-F-N-U-V-Z1 | 34058 | A1-B-F-F1-R-R1-V-Z1 | 96328 | A1-B-M-W |
| 09807 | A-A1-B-C1-E2-F-H1-M-N-R-R1-V-Z1 | 09845 | A-A1-B-B2-E3-F-F1-I-M-N-Z | 34060 | A1-B-B2-C1-E2-F-I-L-N-R-R1-T-V-Z-Z1 | 96330 | A1-B-M-W |
| 09808 | A-A1-B-C1-E2-F-H1-M-R-V | 09852 | A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34078 | A1-B-F1-N-V-Z1 | 96336 | A1-B-M-V-W |
| 09809 | A1-B-V-Z1 | 09853 | A1-B-E2-F-H1-R-R1-U2-V-Z1 | 34090 | A1-B-F-F1-R-R1-V | 96337 | A1-B-M-W |
| 09810 | A-A1-B-F-F1-N-R-V-Z1 | 09855 | A-A1-B-C1-E2-F-H1-R-R1-U2-V-Z1 | 34091 | A1-B-F-F1-R-R1-V | 96338 | A1-B-M-W |
| 09811 | A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 09858 | A1-B-E2-E3-F-H1-N-R-R1-U1-V-Z1 | 34092 | A1-B-F-F1-R-R1-V | 96339 | A1-B-M-V-W |
| | | 09859 | A1-B-C1-F-F1-H1-N-R-R1-V-Z1 | 34093 | A1-B-F-F1-R-R1-V | 96343 | A1-B-M-W |
| | | 09865 | A-A1-B-V-Z1 | 34095 | A1-B-V | 96346 | A1-B-F-F1-F2-H-M-V-W |
| | | 09868 | A-A1-B-U-V-Z1 | 34098 | A1-B-V | 96347 | A1-B-F-F1-F2-H-M-W |
| | | | | 34099 | A1-B-V | 96348 | A1-B-F-F1-F2-H-M-W |
| | | | | 96201 | A-A1-B | 96349 | A1-B-F-F1-F2-H-M-W |
| | | | | 96202 | A-A1-B-U | 96350 | A1-B-F-F1-F2-H-M-W |
| | | | | 96203 | A-A1-B | 96351 | A1-B-F-F1-F2-H-M-W |
| | | | | 96204 | A-A1-B | 96362 | A1-B-F-F1-F2-M-W |
| | | | | 96205 | A-A1-B-U | 96365 | A1-B-M-V-W |
| | | | | | | 96367 | A1-B-L-M-W |
| | | | | | | 96368 | A1-B-M-W |
| | | | | | | 96370 | A1-B-F-F1-F2-H-M-W |
| | | | | | | 96372 | A1-B-M-W |
| | | | | | | 96373 | A1-B-M-W |
| | | | | | | 96374 | A1-B-M-W |
| | | | | | | 96375 | A1-B-M-W |
| | | | | | | 96376 | A1-B-M-W |
| | | | | | | 96377 | A1-B-M-W |
| | | | | | | 96378 | A1-B-M-W |

| APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions | APO/ FPO/ DPO | See Restrictions |
|---------------------|----------------------------|---------------------|--------------------------------|---------------------|--------------------------------------|---------------------|---------------------|
| 96379 | A1-B-M-W | 96534 | A-A1-B-F | 96603 | A1-B-V | 96661 | A1-B-F-F1-R-R1-V |
| 96384 | A1-B-M-W | 96535 | A-A1-B-F-V | 96604 | A1-B-V | 96662 | A1-B-F-F1-R-R1-V |
| 96386 | A1-B-M-W | 96537 | A1-B-V | 96605 | A1-B-V | 96663 | A1-B-F-F1-R-R1-V |
| 96387 | A1-B-M-W | 96538 | A1-B-V | 96606 | A1-B-V | 96664 | A1-B-V |
| 96388 | A1-B-M-W | 96540 | A1-B-V | 96607 | A1-B-V | 96665 | A1-B-V |
| 96401 | A1-B-F-N-V-Z1 | 96541 | A1-B-V | 96608 | A1-B-V | 96666 | A1-B-V |
| 96426 | A-A1-B-C1-E2-F-H1-M-R-V | 96542 | A1-B-V | 96609 | A1-B-V | 96667 | A1-B-F-F1-R-R1-V |
| 96427 | A-A1-B-C1-E2-F-H1-M-R-R1-V | 96543 | A1-B-P-V | 96610 | A1-B-V | 96668 | A1-B-F-F1-R-R1-V |
| 96447 | A1-B-F-N-U3-V | 96544 | A1-B-F-N-U3-V | 96611 | A1-B-V | 96669 | A1-B-F-F1-R-R1-V |
| 96501 | A-A1-B-N-V | 96546 | A1-B-F-U3 | 96612 | A1-B-F-F1-R-R1-V | 96670 | A1-B-V |
| 96502 | A1-B-F-N-U3-V | 96548 | A-A1-B-H-M-U | 96613 | A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96671 | A1-B-F-F1-R-R1-V |
| 96503 | A1-B-F-N-U3-V | 96549 | A-A1-B-H-M-U | 96614 | A-A1-B-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1 | 96672 | A1-B-F-F1-R-R1-V |
| 96507 | A-A1-B-F-V | 96550 | A-A1-B-H-M-U-V | 96615 | A1-B-F-F1-R-R1-V | 96673 | A1-B-V |
| 96510 | A1-B-I-N-V | 96551 | A-A1-B-H-M-N-U | 96616 | A1-B-F-F1-R-R1-V | 96674 | A1-B-F-F1-R-R1-V |
| 96511 | A1-B-I-N-V | 96552 | A1-B | 96617 | A1-B-F-F1-R-R1-V | 96675 | A1-B-F-F1-R-R1-V |
| 96515 | A1-B-D-F-U3 | 96553 | A-A1-B-F-F1-H-M-U | 96619 | A1-B-V | 96677 | A1-B-F-F1-R-R1-V |
| 96516 | A1-B-D-F | 96554 | A-A1-B-H-M-U | 96620 | A1-B-F-F1-R-R1-V | 96678 | A1-B-F-F1-R-R1-V |
| 96517 | A1-B-F-U3-V | 96555 | A1-B-F-M-V | 96621 | A1-B-V | 96679 | A1-B-F-F1-R-R1-V |
| 96518 | A1-B-V | 96557 | A1-B-F-M-V | 96622 | A1-B-F-F1-R-R1-V | 96681 | A1-B-V |
| 96520 | A1-B-F-N-U3-V | 96562 | A-A1-B-B2-C-C1-D-E2-R-T-V-Z-Z1 | 96624 | A1-B-F-F1-R-R1-V | 96682 | A1-B-V |
| 96521 | A1-B-F-N-U3 | 96577 | A-A1-B-F-H-M-U | 96628 | A1-B-F-F1-R-R1-V | 96683 | A1-B-V |
| 96522 | A1-B-F-N-U | 96595 | A1-B-V | 96629 | A1-B-F-F1-R-R1-V | 96686 | A1-B-V |
| 96530 | A-A1-B-F-F1-H-H1-M-N-U-V | 96598 | A1-B-N-V | 96643 | A1-B-F-F1-R-R1-V | 96687 | A1-B-V |
| 96531 | A-A1-B-F-F1-H-M-N-U-V | 96599 | A1-B-N-V | 96650 | A1-B-F-F1-R-R1-V | 96698 | A1-B-V |
| 96532 | A-A1-B-H-J-L-M-N-U-V | 96601 | A1-B-V | 96657 | A1-B-F-F1-R-R1-V | | |
| | | 96602 | A1-B-V | 96660 | A1-B-F-F1-R-R1-V | | |

RESTRICTIONS

LEGEND

PS Form 2976, *Customs — CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

| | |
|-------|---|
| AAFES | = Army and Air Force Exchange Service |
| APO | = Army/Air Force Post Office |
| Box R | = Retired military personnel |
| DMM | = <i>Domestic Mail Manual</i> |
| DPO | = Diplomatic Post Office |
| FPO | = Fleet Post Office |
| MOM | = Military Ordinary Mail |
| MPO | = Military Post Office |
| PAL | = Parcel Airlift |
| PSC | = Postal Service Center |
| SAM | = Space Available Mail |
| USDA | = United States Department of Agriculture |

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. Regardless of mail class, a customs declaration form is required for all items weighing 16 ounces or more, or any item (regardless of weight) containing potentially dutiable mail contents (e.g., merchandise) addressed to an APO, FPO, or DPO ZIP Code. PS Form 2976 is required for items weighing less than 16 ounces, and PS Form 2976-A is required for items weighing 16 ounces or more. No customs form is required for items weighing less than 16 ounces when the contents are not potentially dutiable (e.g., documents). When the surface area of the address side of the mailpiece is not large enough to contain a PS Form 2976-A, the smaller PS Form 2976 may be substituted (e.g., the Priority Mail Small Flat Rate Box). The following exceptions apply:

- Known mailers are exempt from providing customs documentation on non-dutiable letters or printed matter. (A known mailer is a business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, pays postage through an advance deposit account, uses a permit imprint for postage payment, and submits a completed postage statement at the time of entry that certifies that the mailpieces contain no dangerous materials that are prohibited by postal regulations.)
- All federal, state, and local government agencies whose mailings are regarded as "Official Mail" are exempt from providing customs documentation on any item addressed to an APO, FPO, or DPO except for those APOs/FPOs/DPOs to which restriction "B2" applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B2. All federal, state, and local government agencies must complete customs documentation when sending potentially dutiable mail addressed to or from this APO, FPO, or DPO.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM 601.11.1.c. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO/DPO ZIP Code does not apply to firearms mailed from this APO/FPO/DPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM 601.11.2 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot.22 caliber rifle per individual.

G. Only letters, flats, and Periodicals are authorized. Parcels of any class are prohibited.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

- Maximum length 20 inches.
- Maximum width 12 inches.
- Maximum height 12 inches.

The maximum length and girth combined may not exceed 68 inches.

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, vegetables, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Delivery status information for Extra Services is not available on USPS.com.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM 601.11.7, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

S. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions and weight:

- Maximum length 12 inches.
- Maximum width 12 inches.
- Maximum height 5 1/2 inches.
- Maximum weight 25 pounds.

The maximum length and girth combined may not exceed 47 inches.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

V1. Delivery Confirmation service is not available.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

November 2010

Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



Name: Aileen Arzola
Born: 10-26-93
Date Missing: 4-10-10
Missing From: Lynn, MA



Name: Erin Baldillez
Born: 9-11-95
Date Missing: 9-14-10
Missing From: Grand Prairie, TX



Name: Tonya Calix
Born: 3-23-93
Date Missing: 6-10-10
Missing From: Leesburg, VA



Name: Abraham Campos
Age progressed to 10 years
Born: 8-6-00
Date Missing: 4-15-05
Missing From: Houston, TX



Name: Samantha Clarke
Born: 7-17-91
Date Missing: 9-13-10
Missing From: Orange, VA

**Please call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Post Offices, classified stations, branches, and contract postal units may display this poster at their option. If the poster is displayed, it should be placed on the community bulletin board located in the Post Office™ box lobby and not in the main retail (full service) lobby. Alternatively, Missing Children posters can be maintained in a binder behind the counter to be used as a reference guide. The posters also may be posted in a prominent location where letter carriers will be able to see them before or after they go out on their routes. Making this information available to letter carriers is consistent with the NALC/USPS Child Alert Program to facilitate identification of missing children.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information periodically. Notification of newly reported missing children is sent to designated district “Missing Children” coordinators via e-mail addresses provided by district managers. Within 24 hours of receipt of an e-mailed Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed as noted above for 30 days unless notification is received (from NCMEC) to remove a particular poster sooner. The e-mail network is used to distribute posters and information in only the most urgent cases of missing children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 800-843-5678.

If you have any information, or for free prevention tips, please call 800-THE-LOST (800-843-5678).

November 2010

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Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service™ supervisor.



Name: David Dennis
Born: 5-27-94
Date Missing: 8-17-10
Missing From: Detroit, MI



Name: Lauryn Dickens
Born: 11-24-09
Date Missing: 9-7-10
Missing From: Memphis, TN



Name: Jason Domagala
Born: 9-17-93
Date Missing: 9-22-10
Missing From: Chicago, IL



Name: Candice Granger
Born: 9-21-93
Date Missing: 4-21-10
Missing From: Mount Airy, MD



Name: Paige Johnson
Born: 8-29-93
Date Missing: 9-23-10
Missing From: Covington, KY

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TDD 1-800-826-7653**

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Name: Everett Little
Born: 11-21-99
Date Missing: 10-10-10
Missing From: Fort Myers, FL



Name: Carlee Morse
Born: 5-19-94
Date Missing: 8-20-10
Missing From: Westland, MI



Name: Alyssa Shirah
Born: 3-6-95
Date Missing: 8-24-10
Missing From: Defuniak Springs,
FL

**Please call the National Center for Missing and Exploited Children
Hot Line 1-800-843-5678
TDD 1-800-826-7653**

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Thrift Savings Plan Fact Sheet

| ANNUAL RETURNS | G Fund | F Fund | U.S. Aggregate Index | C Fund | S&P 500 Stock Index | S * Fund | Dow Jones U.S. Completion TSM Index | I * Fund | EAFE Stock Index |
|----------------|--------|--------|----------------------|--------|---------------------|----------|-------------------------------------|----------|------------------|
| 1994 | 7.22 | -2.96 | -2.92 | 1.33 | 1.32 | — | -2.66 | — | 7.75 |
| 1995 | 7.03 | 18.31 | 18.47 | 37.41 | 37.58 | — | 33.48 | — | 11.27 |
| 1996 | 6.76 | 3.66 | 3.63 | 22.85 | 22.96 | 18.52 | 17.18 | 6.27 | 6.14 |
| 1997 | 6.77 | 9.60 | 9.65 | 33.17 | 33.36 | 26.61 | 25.69 | 1.46 | 1.55 |
| 1998 | 5.74 | 8.70 | 8.69 | 28.44 | 28.58 | 7.51 | 8.63 | 20.46 | 20.09 |
| 1999 | 5.99 | -0.85 | -0.82 | 20.95 | 21.04 | 32.70 | 35.49 | 26.81 | 26.72 |
| 2000 | 6.42 | 11.67 | 11.63 | -9.14 | -9.10 | -8.76 | -15.77 | -14.11 | -14.17 |
| 2001 | 5.39 | 8.61 | 8.44 | -11.94 | -11.89 | -2.22* | -2.52* | -15.42* | -14.88* |
| 2002 | 5.00 | 10.27 | 10.26 | -22.05 | -22.10 | -18.14 | -17.80 | -15.98 | -15.94 |
| 2003 | 4.11 | 4.11 | 4.10 | 28.54 | 28.69 | 42.92 | 43.84 | 37.94 | 38.59 |
| 2004 | 4.30 | 4.30 | 4.34 | 10.82 | 10.88 | 18.03 | 18.10 | 20.00 | 20.25 |
| 2005 | 4.49 | 2.40 | 2.43 | 4.96 | 4.91 | 10.45 | 10.03 | 13.63 | 13.54 |
| 2006 | 4.93 | 4.40 | 4.33 | 15.79 | 15.79 | 15.30 | 15.28 | 26.32 | 26.34 |
| 2007 | 4.87 | 7.09 | 6.97 | 5.54 | 5.49 | 5.49 | 5.39 | 11.43 | 11.17 |
| 2008 | 3.75 | 5.45 | 5.24 | -36.99 | -37.00 | -38.32 | -39.03 | -42.43 | -43.38 |
| 2009 | 2.97 | 5.99 | 5.93 | 26.68 | 26.46 | 34.85 | 37.43 | 30.04 | 31.78 |

*Rates of return for May (inception of S and I Funds) through December 2001.

| MONTHLY RETURNS | G Fund | F Fund | U.S. Aggregate Index | C Fund | S&P 500 Stock Index | S * Fund | Dow Jones U.S. Completion TSM Index | I * Fund | EAFE Stock Index |
|-----------------------|-------------|-------------|----------------------|--------------|---------------------|--------------|-------------------------------------|-------------|------------------|
| 2009 | | | | | | | | | |
| Nov | 0.26 | 1.30 | 1.29 | 6.00 | 6.00 | 3.85 | 3.98 | 3.16 | 2.00 |
| Dec | 0.25 | -1.55 | -1.56 | 1.94 | 1.93 | 6.57 | 6.65 | 1.43 | 1.44 |
| 2010 | | | | | | | | | |
| Jan | 0.29 | 1.54 | 1.53 | -3.60 | -3.60 | -2.43 | -2.39 | -5.17 | -4.41 |
| Feb | 0.24 | 0.38 | 0.37 | 3.11 | 3.10 | 4.89 | 4.83 | 0.06 | -0.69 |
| March | 0.27 | -0.11 | -0.12 | 6.04 | 6.03 | 7.39 | 7.33 | 6.28 | 6.24 |
| April | 0.28 | 1.07 | 1.04 | 1.58 | 1.58 | 4.82 | 4.76 | -2.35 | -1.81 |
| May | 0.28 | 0.85 | 0.84 | -7.99 | -7.99 | -7.51 | -7.52 | -11.20 | -11.51 |
| June | 0.24 | 1.56 | 1.57 | -5.24 | -5.23 | -6.90 | -6.93 | -1.75 | -1.00 |
| July | 0.23 | 1.07 | 1.07 | 7.01 | 7.01 | 7.00 | 6.92 | 10.78 | 9.48 |
| Aug | 0.22 | 1.28 | 1.29 | -4.51 | -4.51 | -5.59 | -5.56 | -3.14 | -3.10 |
| Sept | 0.17 | 0.17 | 0.11 | 8.92 | 8.92 | 11.47 | 11.38 | 9.81 | 9.80 |
| Oct | 0.18 | 0.36 | 0.36 | 3.80 | 3.80 | 4.48 | 4.48 | 3.63 | 3.61 |
| LAST 12 MONTHS | 2.94 | 8.16 | 8.01 | 16.53 | 16.52 | 29.17 | 29.02 | 9.78 | 8.36 |

The G Fund is managed internally by the Federal Retirement Thrift Investment Board. Assets of the F, C, S, and I Funds are managed externally. The Board currently has contracts with BlackRock Institutional Trust Company, N.A., to manage the F, C, S, and I Fund assets. The F, C, S, and I Funds invest in commingled trust funds, in which the assets of tax-deferred employee benefit plans are combined and invested together. The F, C, S, and I Funds and the BlackRock funds are passively managed index funds.

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

* Implemented May 2001.

See next page for L Funds.

L Funds

| Annual Returns | L 2040 | L 2030 | L 2020 | L 2010 | L Income |
|------------------------|---------------|---------------|---------------|---------------|-----------------|
| 2006 | 16.53 | 15.00 | 13.72 | 11.09 | 7.59 |
| 2007 | 7.36 | 7.14 | 6.87 | 6.40 | 5.56 |
| 2008 | -33.53 | -27.50 | -22.77 | -10.53 | -5.09 |
| 2009 | 25.19 | 22.48 | 19.14 | 10.03 | 8.57 |
| Monthly Returns | L 2040 | L 2030 | L 2020 | L 2010 | L Income |
| 2009 | | | | | |
| Nov | 3.98 | 3.55 | 3.00 | 1.47 | 1.27 |
| Dec | 2.12 | 1.85 | 1.50 | 0.70 | 0.59 |
| 2010 | | | | | |
| Jan | -2.88 | -2.49 | -2.03 | -0.58 | -0.45 |
| Feb | 2.18 | 1.94 | 1.61 | 0.81 | 0.74 |
| Mar | 5.15 | 4.52 | 3.75 | 1.61 | 1.43 |
| Apr | 1.05 | 0.94 | 0.76 | 0.51 | 0.50 |
| May | -6.97 | -6.07 | -4.98 | -1.64 | -1.50 |
| June | -3.47 | -2.98 | -2.34 | -0.68 | -0.61 |
| July | 6.60 | 5.80 | 4.82 | 1.81 | 1.81 |
| Aug | -3.33 | -2.88 | -2.29 | -0.62 | -0.63 |
| Sept | 7.76 | 6.77 | 5.54 | 2.00 | 2.00 |
| Oct | 3.16 | 2.78 | 2.29 | 0.92 | 0.92 |
| LAST 12 MONTHS | 15.18 | 13.65 | 11.63 | 6.41 | 6.18 |

The L Funds are invested in the five individual TSP funds.

Displaying the U.S. Flag and the POW-MIA Flag

U.S. Flag at Half-Staff

How to Display

Displaying the U.S. flag at *half-staff* means lowering the flag to half the distance between the top and bottom of the staff.

Specific Dates

Display the U.S. flag at half-staff on the following days each year:

- May 15: Peace Officers Memorial Day (see note 1 below).
- Last Monday in May: Memorial Day Observed (see note 2 below).
- December 7: National Pearl Harbor Remembrance Day.



Note 1: When May 15, which is the date for Peace Officers Memorial Day, falls on the third Saturday in May, which is the date for Armed Forces Day, display the U.S. flag in the full-staff position, *not* at half-staff.

Note 2: On the last Monday in May, when Memorial Day is observed, display the flag at half-staff from sunrise, or the hour at which you raise it, until noon, and then hoist it to the peak of the staff, until the time of closing or no later than sunset.

POW-MIA Flag

How to Display

In relation to the U.S. flag, display the POW-MIA flag (and any other flag) as follows:

- If displayed on the same flagstaff, place it below the U.S. flag.
- If displayed on a separate flagstaff, place it at the same level or lower. If displayed at the same level, place it on the U.S. flag's left.

When flying the U.S. flag at half-staff, fly the POW-MIA flag (and any other flags) at half-staff also.

Specific Dates

Display the POW-MIA flag on the following days each year:

- Armed Forces Day: Third Saturday in May.
- Memorial Day: Last Monday in May.
- Flag Day: June 14.
- Independence Day: July 4.
- National POW-MIA Recognition Day: Third Friday in September.
- Veterans Day: November 11.

If any of these days fall on a nonbusiness day, display the POW-MIA flag on the last business day before the designated day.

For more detailed information about flying the U.S. flag and the POW-MIA flag, see the following parts in the *Administrative Support Manual (ASM)*:

- ASM 472, U.S. Flag Display.
- ASM 476, POW-MIA Flag Display.



DID YOU KNOW?



“Voice of the Employee” is the largest employee engagement survey in the U.S.

Thrift Savings Plan 2011 Enrollment Information

Elections for 2010 begin: December 15, 2010 (3:30 P.M. CT)

Elections for 2011 end: December 14, 2011 (3:00 P.M. CT)

TSP Contribution Limits

- **The TSP contribution limit** for 2011 (based on the 2011 Internal Revenue Service (IRS) annual deferral limit) remains the same at **\$16,500**.
Note: If you are a Federal Employees Retirement System (FERS) employee, you may lose agency matching contributions if your employee contributions reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute the IRS maximum contribution over all 26 pay periods, elect to contribute \$635 per pay period (\$16,500 divided by 26).
- **The TSP 50+ catch-up limit** for 2011 (based on the 2011 Internal Revenue Service (IRS) annual deferral limit) remains the same at **\$5,500**.
Note: To participate you must be age 50 or older during calendar year 2011 and must self-certify that by the end of the calendar year you will have contributed the IRS annual deferral limit, \$16,500, through regular contributions to the TSP and/or to other plans subject to the elective deferral limit.
- You can begin contributing, change your contribution amount or percentage, or cancel TSP contributions at any time.

Who Can Participate

All **career employees** are eligible to contribute to the TSP.

How to Enroll and Make Contribution Elections or Cancellations

For regular TSP contributions, if you are already contributing to TSP, your contributions will automatically continue. If you would like your regular TSP contributions to continue without a change for 2011, do nothing, as they will automatically continue.

For TSP 50+ catch-up contributions, your contributions will automatically end in Pay Period (PP) 26-10 and you will need to make a new election if you want to make TSP 50+ catch-up contributions in 2011.

For your elections to be effective during the first pay period of 2011 (PP 01-11), you should make your election using *PostalEASE* between Wednesday, December 15, 2010, at 3:30 P.M. Central Time (CT) and Wednesday, December 29, 2010, at 3:00 P.M. CT.

To use the Employee Web — the easiest way to use *PostalEASE* — access the system in any of these ways:

- On Lite Blue at <https://liteblue.usps.gov>. Under “My HR,” select *Find Employee Apps* and then *PostalEASE*.
- At an employee self-service kiosk, select *PostalEASE*.
- On Blue at <http://blue.usps.gov>. Under “Essential Links,” select *PostalEASE*.

To use the telephone, call the Employee Service Line toll-free at 877-477-3273 and select option 1 for *PostalEASE*.

If you have a medical condition that interferes or for another reason cannot successfully complete your transaction using *PostalEASE*, contact the HR Shared Services Center (HRSSC) at 877-477-3273, option 5, for assistance.

Please Post on All Bulletin Boards Through December 15, 2011.



Big tax savings, plus a *GRACE PERIOD* to help you spend every penny.
It's time to give FSAs a try.

Flexible Spending Accounts

 **UNITED STATES
POSTAL SERVICE.**

27 Pay Periods in 2011 Leave Year

Additional Annual Leave Earning No Change to Carryover Limit

The 2011 leave year begins January 1, 2011 (Pay Period 02-11) and ends January 13, 2012 (Pay Period 02-12) for a total of 27 pay periods. Therefore, employees may earn one additional pay period's worth of annual leave during the 2011 leave year as compared to the typical 26 pay period leave year. For a full-time employee, the extra pay period amount will be 4, 6, or 8 hours, depending on the employee's leave earning category; the pay period amount is prorated for part-time employees.

Although employees may earn one additional pay period's worth of annual leave during leave year 2011, the annual leave carryover maximums will not increase for leave year 2011. Employees must use any annual leave in excess of the standard carryover limit that applies to them by the end of leave year 2011 (January 13, 2012) or they will forfeit the hours of annual leave that are in excess of their carryover limit.

Employees may also earn an additional increment of sick leave during leave year 2011. For a full-time employee, the extra pay period amount will be 4 hours; the pay period amount is prorated for part-time employees. However, there is no carryover limit for sick leave.

Definition: The leave year is the year beginning with the first day of the first complete pay period in a calendar year and ending on the day before the first day of the first complete pay period in the following calendar year.

— *Compensation, Human Resources, 11-18-10*

Please Post on All Bulletin Boards Through January 13, 2012.

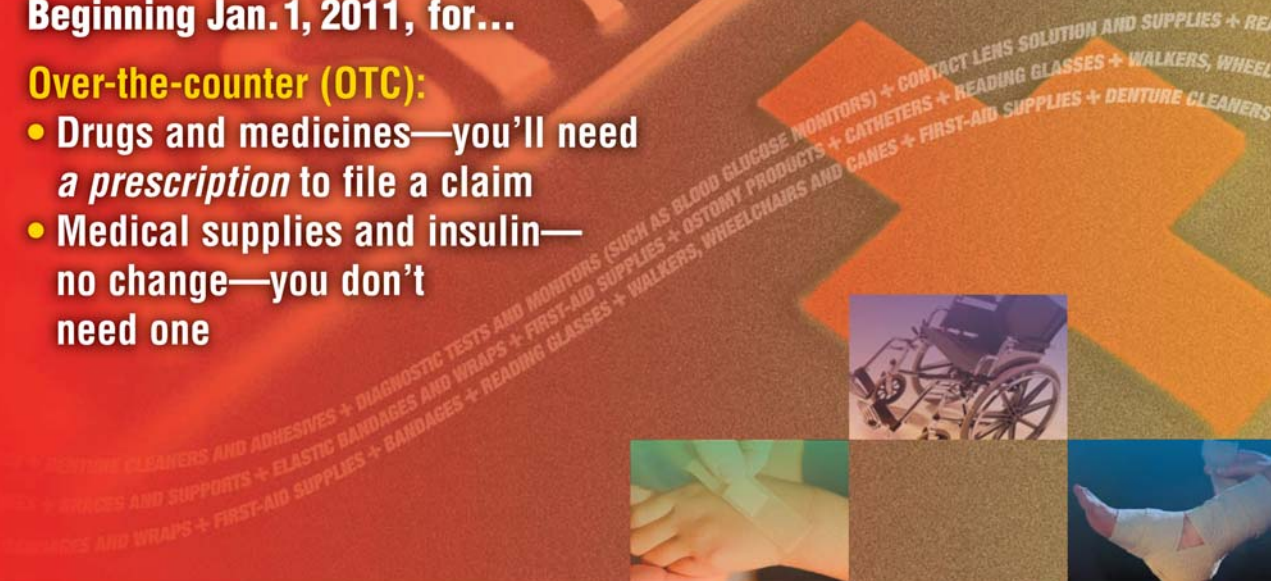
HEALTH CARE

Flexible Spending Account (FSA)

Beginning Jan. 1, 2011, for...

Over-the-counter (OTC):

- Drugs and medicines—you'll need *a prescription* to file a claim
- Medical supplies and insulin—no change—you don't need one



Annual Leave Exchange Option

The Annual Leave Exchange Program provides an option for eligible career employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 2011 leave year. APWU-represented part-time flexible employees may exchange a portion of the leave they are expected to earn during the 2011 leave year. Annual leave earned and accumulated through the 2010 leave year, which ends December 31, 2010, cannot be exchanged for cash. Exchanging next year's annual leave for cash is strictly a voluntary action. The exchange option is not intended to discourage an employee's use of annual leave. Any leave exchanged will not be available for use in leave year 2011.

Eligible Employees

Employees eligible for the Annual Leave Exchange Program include the following:

- Career nonbargaining unit employees from rate schedule codes (RSCs) D (levels 1–8), E, F, S, U, V, and Z (levels 1–11) who have an annual leave balance of at least 160 hours at the end of the 2010 leave year.
- Career bargaining unit employees — full-time employees, part-time regular employees, and APWU-represented part-time flexible employees — from the following RSCs who have an annual leave balance of at least 440 hours at the end of the 2010 leave year and have used less than 75 hours of sick leave during the 2010 leave year:
 - National Postal Mail Handlers Union — RSC M.
 - International Association of Machinists — RSC T.
 - American Postal Workers Union, AFL-CIO — RSCs C, N, and P (for C and P, only if provided for in the successor agreement to the 2006 Collective Bargaining Agreement).
 - National Postal Professional Nurses/APWU — RSC G.
 - Operating Services Division Agreement — RSC K (only if provided for in the successor agreement to the 2006 Collective Bargaining Agreement).
 - Fraternal Order of Police, National Labor Council, USPS No. 2 — RSC Y.

PostalEASE Elections

Employees who meet the eligibility criteria and want to exercise this option must use *PostalEASE* to make elections. For the election to be considered timely, employees must complete their entries in *PostalEASE* by 11:59 P.M. Central Time, December 15, 2010.

You may contact the Human Resources Shared Services Center (HRSSC) for assistance if any of the following conditions apply:

- You are deaf or hard of hearing.
- You cannot use the Internet, employee self-service kiosk, Intranet, or telephone for a medical reason.
- You receive a message in *PostalEASE* directing you to contact the HRSSC when attempting to make a change.

Just call the Employee Service line at 877-477-3273. When prompted, select 5 for the HRSSC. Then select "Benefits" to speak with a representative who will assist you. To reach the HRSSC using TTY, call 866-260-7507. Leave your name and e-mail address or telephone number where you can be reached along with a message indicating your call is regarding a *PostalEASE* issue.

Payment by Lump Sum

For bargaining unit employees, payment under the Annual Leave Exchange Program will be a lump sum calculated on the employee's base salary as of the first day of the 2011 leave year (January 1, 2011) and included in paychecks dated January 21, 2011. For nonbargaining unit employees, the lump sum is calculated on salary as of January 15, 2011, and included in February 4, 2011, paychecks.

Letter Soon to Be Mailed to Eligible Employees

The Eagan Accounting Service Center (ASC) will mail a letter providing details of the eligibility criteria and instructions for using *PostalEASE* to make annual leave exchange elections to eligible employees at their addresses of record during November 2010. Undeliverable letters will be returned to the employing office of record. When an office receives a returned letter, the office should encourage the employee to update his or her address. Employees should update their addresses via *LiteBlue* at <https://liteblue.usps.gov> by clicking *Change My Address* under the "My HR" tab. Employees with access to Employee Change of Address on the Postal Service™ Intranet (Blue page) or to an employee self-service kiosk should use those entry methods. Employees who cannot use these methods should submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HRSSC.

— Compensation, Human Resources, 11-18-10

Please Post on All Bulletin Boards Through December 15, 2010.



**Don't
know your
USPS
PIN?**

PostalEASE
Go to <https://liteblue.usps.gov> or an employee
self-service kiosk or call 1-877-477-3273

You'll need it for:

- Flexible Spending Accounts
- Health Benefits
- Thrift Savings Plan
- Annual Leave Exchange
- Savings Bonds
- Allotments/Net-to-Bank
- Federal W-4 Tax Changes
- Federal W-2 Reprints
- NARECS Annuity Estimate Requests

And for

- eOPF
- Telephone Job Bidding
- Computerized Job Bidding

 **UNITED STATES
POSTAL SERVICE.**

Manuals (continued)

DMM Revision: Clarification of the Reduced Overflow Option for Automation Letters

Effective December 6, 2010, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 235.3.3, 235.6.6, 245.3.3, and 245.7.5 to clarify standards that apply to mail preparation for First-Class Mail® and Standard Mail® automation letters in trays.

This revision clarifies that mailers placing pieces in the next tray level, in accordance with reduced overflow standards for First-Class Mail or Standard Mail items, may claim presort prices based on the presence of 150 qualifying pieces to a particular presort destination. For example, if there are 350 pieces to a 5-digit destination (ZIP Code 20260) of which 50 of those pieces are overflow pieces, the overflow pieces may be placed in the correct 3-digit tray (ZIP Code prefix 202 for the pieces addressed to 20260) if there are already at least 150 other pieces that qualify for 3-digit prices in that tray.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

* * * * *

200 Commercial Letters & Cards

* * * * *

230 First-Class Mail

* * * * *

235 Mail Preparation

* * * * *

3.0 Letter Trays

* * * * *

3.3 Letter Tray Preparation

Letter trays are prepared as follows:

* * * * *

[Revise the last sentence of item 3.3c as follows:]

- c. ***As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level when the minimum piece quantity has been reached at the next tray level (e.g., 150 pieces) and the standards in 235.6.6 are met.

* * * * *

6.0 Preparing Automation Letters

* * * * *

6.6 Tray Preparation

[Revise the introductory paragraph as follows:]

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit pieces for ZIP Code 20260, these pieces may be added to an existing qualified 3-digit tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price.) Mailers must note these trays on standardized documentation (see 708.1.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

* * * * *

240 Standard Mail

* * * * *

245 Mail Preparation

* * * * *

3.0 Letter Trays

* * * * *

3.3 Letter Tray Preparation

Letter trays are prepared as follows:

* * * * *

[Revise the last sentence of item 3.3c as follows:]

- c. ***As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level when the minimum piece quantity has been reached at the next tray level (e.g., 150 pieces) and the standards in 245.7.5 are met.

* * * * *

7.0 Preparing Automation Letters

* * * * *

7.5 Tray Preparation

[Revise the introductory paragraph as follows:]

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit

pieces for ZIP Code 20260, these pieces may be added to an existing qualified 3-digit tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price. Mailers must note these trays on standardized documentation (see 708.1.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray.) Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/

entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

* * * * *

We will incorporate these revisions into the next printed version of the DMM and into the next update of the online DMM available via Postal Explorer® at <http://pe.usps.com>.

— *Mailing Standards,
Pricing and Classification, 11-18-10*

DMM Revision: Automation Letters — Perforated Pocket Attachments

Effective December 6, 2010, the Postal Service™ will revise the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)* 201.3.13 to authorize the use of perforated pocket(s) as attachments on letter-size mail when postage is paid at automation letter prices.

This revision provides the physical characteristics and preparation methods for perforated pockets with edges that are permanently affixed to a letter-size mailpiece. A pocket is formed within a two-ply unit. Sales offers, coupons, and similar printed advertising may be placed within or underneath the pocket. The perforated panel must be lifted to reveal the material inside.

Perforated pockets may be applied to Standard Mail® and Periodicals letter-sized mail. However, such pockets may not be used to conceal or contain matter bearing personal information except as provided in DMM 243.2.2. No portion of a permit imprint indicia may be printed on the perforated panel or on the perforations used to create the panel.

Perforated pockets are not considered sealed against postal inspection.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)

| | | | | | |
|------------|---|---|---|---|---|
| | * | * | * | * | * |
| 200 | Commercial Letters and Cards | | | | |
| 201 | Physical Standards | | | | |
| | * | * | * | * | * |
| 3.0 | Physical Standards for Machinable and Automation Letters and Cards | | | | |
| | * | * | * | * | * |

[Revise the heading of 3.13 as follows:]

3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces

3.13.1 Use

[Revise the introductory text of item 3.13.1 by adding the inclusion of perforated pockets, to read as follows:]

A label, sticker, perforated pocket (under 3.13.6 and 3.13.7), or release card may be placed on a letter-sized mailpiece that is eligible for automation letter prices, including barcoded carrier route letters meeting automation standards. Release cards and perforated pockets may not be affixed to pieces mailed at First-Class Mail card prices; see 1.2 for other restrictions on attachments to cards. A Standard Mail or Periodicals letter with a label, sticker, release card, or perforated pocket must meet additional standards in 243.2.5. These attachments may be:

[Revise item 3.13.1a and 3.13.1a1 to add perforated stickers as follows:]

- a. A label, or sticker less than 0.007 inch thick, and a perforated pocket other than repositionable notes affixed under 705.21.0, as follows:
 1. A permanent label, sticker, or perforated pockets under 3.13.7d2 (designed not to be removed or relocated), affixed directly to the outside of the mailpiece with permanent adhesive.

* * * * *

[Add new items 3.13.6 and 3.13.7 as follows:]

3.13.6 Letter-Size Pieces With Perforated Pockets

Perforated pockets are permanent attachments to letter-sized mailpieces that may be opened to reveal a small printed insert. Advertising may be printed on the components used to create a perforated pocket and on the printed insert within. Perforated pockets may not be used to conceal or contain matter bearing personal information except as provided in 243.2.2. Perforated pockets may be used on letter-size Standard Mail and Periodicals and are not considered sealed against postal inspection. When affixed to

Periodicals mail, advertising printed on the perforated pocket and any inserted matter is counted as part of the total advertising content of the host publication. Pockets may be used in lieu of labels to bear a permit imprint indicia showing that postage is paid if indicia information does not appear on the perforated panel or on the perforations used to create the perforated panel. A maximum of two perforated pockets are permitted on eligible letter-size mailpieces that have the following characteristics:

- a. Be between 8 inches and 9-1/2 inches long (inclusive).
- b. Be between 4 inches and 5-1/2 inches high (inclusive)
- c. Be prepared of book-grade paper or equivalent with a minimum weight of:
 1. Envelopes — 60 pounds.
 2. Booklets — 70 pounds.
 3. Folded self-mailers — 100 pounds.
 4. Oversized card-type letters paid at letter prices must be at least .012 inch thickness.
- d. Perforated pockets may be affixed to the nonaddressed side of envelopes with one closed panel address window. Perforated pockets must be placed 1 inch closer to the trailing edge than the window.
- e. If tabs are used to seal a folded self-mailer prepared with perforated pockets, the folded self-mailer must be sealed with 1-1/2 inch nonperforated tabs placed 1 inch from the top on the leading and trailing edges.

3.13.7 Standards for Perforated Pockets

Perforated pockets may be attached to a letter-size mailpiece when the following conditions are met:

- a. The perimeter of the pocket is affixed with permanent glue with a minimum adhesive strength of 2 lbs./inch to stainless steel with 20 minute dwell time at 300" minute at 90 degrees per ASTM Test D3330F.
- b. The attached material has a minimum tear strength of 100gf (MD) and (CD) per TAPPI T414.
- c. The cut/tie ratio for perforation is 1:1 with a minimum tie size of 1 mm. One double cut may be made at the

lower trailing edge corner of the perforated panel of the pocket.

- d. The pocket:
 1. Is between 1-1/2 inches and 2-3/4 inches in both height and length.
 2. Has an affixed area no more than 0.012 inch thick and a perforated panel no more than 0.03 inch thick. Perforated pockets may not exceed the thickness of the host mailpiece. They may not cause the host to have an uneven surface and must not interfere with readability of the address, barcode, or postage information.
- e. The length of each pocket is parallel to the length of the host mailpiece.
- f. Pockets attached to the address side of a mailpiece are:
 1. At least 1 inch from the bottom and leading edge.
 2. At least 1/2 inch from the top and trailing edge.
- g. Pockets attached to the nonaddressed side of the mailpiece are:
 1. At least 1 inch from the bottom edge.
 2. At least 1/2 inch from the top.
 3. At least 5 inches from the left edge but no closer than 1/2 inch from the right edge.
- h. Two perforated pockets are affixed on the same side of the mailpiece under these conditions:
 1. Perforated pockets are stacked vertically, one above than the other. Do not affix the pockets side by side across the mailpiece length.
 2. A space up to 1/2 inch is allowed between pockets.

* * * * *

We will incorporate these revisions into the next printed version of the DMM and into the monthly update of the online DMM, which is available via Postal Explorer[®] at <http://pe.usps.com>.

— *Mailing Standards,
Pricing, 11-18-10*

ELM Revision: Awards and Recognition

Effective November 18, 2010, *Employee and Labor Relations Manual* (ELM) subchapter 470, Awards and Recognition, is revised to reflect changes in Postal Service[™] policies. Some revisions are not significant: these include changes in section titles, job titles, and organization names as well as improvements in grammar or style. Significant changes include the following:

- Clarify that this subchapter establishes the conditions and procedures for the recognition of all Postal Service employees *except* the following:
 - Executives and officers assigned to the Postal Service Career Executive Service.
 - Employees of the Office of Inspector General.
 - Employees of the Postal Regulatory Commission.
- Add a section for U.S. Postal Inspection Service Awards.

- Add a section for Other Awards, to include Ideas Program Awards, the Contest Award, and the Safety Award.
- Set forth changes in procedures required by the implementation of the Human Resources Shared Services Center (HRSSC) and the electronic Official Personnel Folder (eOPF).
- Clarify when an award provides “ordinary taxable income” and when cash awards are “grossed up.”
- Provide precise definitions of terms such as cash award, noncash tangible award, cash equivalent award, and gift certificate.
- Update the conditions and procedures for granting each award.
- Update the lower and upper limits for all cash and cash equivalent awards.

Because subchapter 470 is completely revised, this article provides a summary of the revisions.

Summary of Changes to ELM 470, Awards and Recognition

| This section... | titled... | was revised to... |
|-----------------|--|--|
| 471.1 | Policy | Change title to “Policy and Scope.” |
| 471.11 | Scope | Add section to clarify the scope of this subchapter. |
| 471.12 | Policy | Add two new categories: <ul style="list-style-type: none"> ■ Other Awards. ■ Inspection Service Awards. |
| Exhibit 471.1 | Service Recognition and Incentive Awards | Add the following: <ul style="list-style-type: none"> ■ Noncash tangible and gift certificate awards to Spot Awards. ■ A section for Other Awards. |
| 471.31 | Noncash | <ul style="list-style-type: none"> ■ Change title to Cash Equivalent Awards. ■ Expand definition of <i>cash award</i>. |
| 471.32 | Cash and Cash Equivalent | <ul style="list-style-type: none"> ■ Change title to Cash Awards. ■ Add definition of <i>cash equivalent award</i>. |
| 471.33 | Noncash Tangible Awards | Add section to: <ul style="list-style-type: none"> ■ Expand definition of a <i>noncash tangible award</i>. ■ Clarify taxable income and reporting requirements. |
| 471.34 | Gift Certificates | Add section to: <ul style="list-style-type: none"> ■ Define <i>gift certificate</i>. ■ State that gift certificates may range from \$1 to \$3,000. ■ Clarify taxable income and reporting requirements. |
| 471.4 | Budgeting Considerations | Delete section. |
| 471.5 | Privacy Act Considerations | <ul style="list-style-type: none"> ■ Renumber as 471.4. ■ Update references to Handbook AS-353 and the Postal Service Privacy Act System of Records. |
| 471.6 | Presentation Ceremonies | <ul style="list-style-type: none"> ■ Renumber as 471.5. ■ Change reference from “public information personnel” to “communications staff or the area communications program specialist.” |
| 471.7 | Documenting Awards | Change to 471.6 and update rules for documenting awards in the eOPF system. |
| 472 | Certificate of Appreciation | <ul style="list-style-type: none"> ■ Add “suppliers” to those who may receive the Certificate of Appreciation. ■ Change “contract employees” to “contractors.” |
| 473 | Service Awards | Clarify that only career employees are eligible for Service Awards. |
| 473.23 | Responsibility | Update responsibilities for administering the Service Award Pin program. |
| 473.31 | Description | Clarify the definition of and the procedures for awarding the following: <ul style="list-style-type: none"> ■ Retirement Service Award Certificate. ■ Posthumous Service Award Certificate. |
| 473.331 | Headquarters | Change responsible official from “the manager of “Corporate Personnel Operations” to “the manager of Corporate Personnel Management.” |
| 473.351 | Retiring Employees | Revise the eligibility criteria and the process for creating Retirement Service Awards. |
| 473.4 | Benjamin Franklin Award | Move to Special Awards and renumber as 476.5. |
| 474 | Informal Award | Change definition of <i>Informal Award</i> . |

| This section... | titled... | was revised to... |
|-----------------|----------------------------------|---|
| 475 | Formal Awards | Add the following awards: Spot Cash Equivalent, Spot Noncash Tangible, Spot Gift Certificate, and Noncareer Gift Certificate. |
| 475.22 | Description | <ul style="list-style-type: none"> ■ Define <i>cash equivalent awards</i>. ■ Add descriptions of <i>gift certificates</i> and <i>merchandise item</i>. ■ Clarify what is considered “ordinary income for tax purposes.” |
| 475.3 | Noncareer Gift Certificate Award | Add section to describe award and related policies and procedures. |
| 475.3 | Quality Step Increase Award | Renumber as 475.4. |
| 475.48 | Initiating a Personnel Action | Revise to reflect processing changes required by implementation of the HRSSC. |
| 476 | Special Awards | <ul style="list-style-type: none"> ■ Provide more information about the Team Award. ■ Move the Benjamin Franklin award from Service Awards to Special Awards. |
| 477 | Other Awards | Add section to include the following: <ul style="list-style-type: none"> ■ Ideas Program Awards. ■ Contest Award. ■ Safety Award. |
| 477.2 | Ideas Program Awards | Define and describe the following Ideas Program Awards: <ul style="list-style-type: none"> ■ Local Idea Award. ■ Operation-wide Idea Award. ■ National Level Idea Award. ■ Idea Champion Award. ■ Idea Team Testing Award. |
| 477.3 | Contest Award | Define and describe the Contest Award. |
| 477.4 | Safety Award | Define and describe the Safety Award. |
| 478 | Inspection Service Awards | Add section to include the following Inspection Service Awards: <ul style="list-style-type: none"> ■ Informal Award. ■ Nonexecutive Award. ■ Vice President/Chief Postal Inspector Individual Award. |

We will incorporate the complete text of this revision into the next printed version of the ELM and into the online update available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- On the PolicyNet page, click *Manuals*.
(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— Compensation,
Human Resources, 11-18-10

ELM Revision: Provisions of the Family and Medical Leave Act

Effective immediately, *Employee and Labor Relations Manual* (ELM), Subchapter 510, Leave, and Part 865, Return to Duty After Absence for Medical Reasons, are revised to reflect changes in Postal Service™ policies related to the Family and Medical Leave Act (FMLA). Significant changes include establishing policies and procedures for the following requirements:

- Eligible employees may take up to 26 workweeks of leave within a 12-month period to care for a covered service member with a serious injury or illness.
- Eligible employees may request FMLA time off because of a qualifying exigency arising out of a family member’s call to covered active duty in the Armed Forces.
- The decision to clear an employee to return to work rests with management.
- Employees are responsible for providing complete and sufficient medical certification to establish a serious health condition as defined under FMLA.

Summary of Changes to ELM 510 and ELM 865

| This section... | titled... | was revised to... |
|-------------------------------------|--|---|
| Chapter 5, Employee Benefits | | |
| 512.412 | Emergencies | Add the following forms and explain how they are to be used: <ul style="list-style-type: none"> ■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition</i>. ■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition</i>. ■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities</i>. ■ WH-384, <i>FMLA Certification for Qualifying Exigency for Military Family Leave</i>. ■ WH-385, <i>FMLA Certification for Serious Injury or Illness of Covered Servicemember — for Military Family Leave</i>. |
| 513.12 | Sick Leave for Dependent Care | Update reference to 515.2. |
| 513.32 | Conditions for Authorization | |
| 513.332 | Unexpected Illness or Injury | Add reference to the following forms and explain how they are to be used: <ul style="list-style-type: none"> ■ WH-380-E, <i>FMLA Certification of Health Care Provider for Employee's Serious Health Condition</i>. ■ WH-380-F, <i>FMLA Certification of Health Care Provider for Family Member's Serious Health Condition</i>. ■ WH 381, <i>FMLA Notice of Eligibility and Rights and Responsibilities</i>. |
| 514.22 | Administrative Discretion | Update reference to 514.41 in item c. |
| Exhibit 514.4 | Acceptable Reasons and Instructions | Update reference to 514.41 in item f. |
| 515.1 | Purpose | Delete last sentence. |
| 515.2 | Definitions | <ul style="list-style-type: none"> ■ Add new definitions. ■ Expand existing definitions. |
| 515.3 | Eligibility | Add statement that employment periods prior to a break in service of 7 years or more are not counted in determining the 12 months of employment. |
| 515.41 | Conditions | Describe conditions that entitle eligible employees to: <ul style="list-style-type: none"> ■ Up to 12 workweeks of FMLA leave within a Postal Service leave year. ■ Up to 26 workweeks of leave within a 12-month period to care for a covered service member with a serious injury or illness. |
| 515.43 | Authorized Hours | Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41. |
| 515.5 | Documentation | Change title to "Notice and Documentation." |
| 515.51 | General | <ul style="list-style-type: none"> ■ Change title to "Notice." ■ Update and clarify how and when employees are required to notify supervisors when they request FMLA leave. |
| 515.52 | Documentation | Add section that describes employee's responsibility to provide complete and sufficient medical certification to establish a serious health condition as defined under FMLA. |
| 515.52 | Particular Circumstances | Re-number as 515.53. |
| 515.521 | New Son or Daughter | Re-number as 515.531. |
| 515.522 | Care of Others for Medical Reasons | <ul style="list-style-type: none"> ■ Re-number as 515.532. ■ Add provisions for employees who are eligible to take up to 26 workweeks to care for a covered service member as defined in 515.41. |
| 515.523 | Employee Incapacitation | Re-number as 515.533. |
| 515.524 | Return to Work After Employee Incapacitation | Re-number as 515.534. Delete reference to Publication 71, <i>Notice for Employees Requesting Leave for Conditions Covered by the Family and Medical Leave Act, May 2005</i> . |
| 515.535 | Qualifying Exigency | Add a section that describes procedures for employees requesting FMLA time off because of a qualifying exigency arising out of a family member's call to covered active duty in the Armed Forces. |
| 515.53 | Additional Medical Opinions | <ul style="list-style-type: none"> ■ Re-number as 515.54. ■ Clarify that for any recertification, whether required or not, the employee bears the cost and the time required for a medical opinion obtained off the clock. |

| This section... | titled... | was revised to... |
|---|---|---|
| 515.62 | Care of Others for Medical Reasons | State that leave taken under the provisions of 515.2 may be taken intermittently or on a reduced leave schedule. |
| 515.63 | Exigency Leave | |
| 515.63 | Temporary Change in Duty Assignment | <ul style="list-style-type: none"> ■ Renumber as 515.64. ■ Add the words “that is foreseeable based on planned medical treatment” after “reduced work schedule.” |
| 515.64 | Fair Labor Standards Act | Renumber as 515.65. |
| 515.9 | Family Leave Poster | Update title of poster. |
| Chapter 8, Safety, Health, and Environment | | |
| 865.1 | Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences | <ul style="list-style-type: none"> ■ Change first word of title from “Certification” to “Clearance.” ■ Clarify that the decision to clear an employee to return to work rests with management. ■ Clarify and expand requirements and procedures for making decisions about an employee’s return to work. |
| 865.2 | Intermittent or Reduced Schedule Leave Under FMLA | Deleted. |
| 865.3 | Nonbargaining Unit Employees Returning After FMLA Absence | Renumber as 865.2. |
| 865.4 | Documentation Required | <ul style="list-style-type: none"> ■ Renumber as 865.3. ■ Add reference to 865.1. |
| 865.5 | Assignments | Renumber as 865.4. |
| 865.6 | Fitness-for-Duty Examinations | Renumber as 865.5. Change reference from 865.4 to 865.3. |

We will incorporate these revisions into the next printed version of the ELM and into the online update available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- On the PolicyNet page, click *Manuals*.
(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Health and Resource Management, Employee Resource Management, 11-18-10*

Handbooks

Handbook AS-701 Revision: Documentation of PS Form 969

Effective November 18, 2010, Handbook AS-701, *Material Management*, Part 644 Documentation, is completely revised to reflect changes in the documentation of PS Form 969, *Material Recycling and Disposal*.

Handbook AS-701, *Material Management*

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|-----------|--|---|---|---|---|
| | * | * | * | * | * |
| 6 | Asset Recovery: Redistribution, Recycling, and Disposal | | | | |
| | * | * | * | * | * |
| 64 | Recycling and Disposal | | | | |
| | * | * | * | * | * |

644 Documentation

[Revise text to read as follows:]

PS Form 969 is completed by the owning unit’s personnel before the disposal of capital and noncapital property. PS Form 969 is available on the Blue page; click *Forms* (instructions are on Page 2 of the form).

Accounting practices require that signature blocks 17, 20, and 21 on PS Form 969 are signed by different individuals when disposing of *capital property*. The order (dates) in which the required signatures are obtained is at the discretion of local management.

PS Form 969 is used to document the disposal of *capital equipment*; the completed form is sent to the supporting *Asset Accountability Service Center (AASC)* for processing. Only the *original signed* document is acceptable for submission to an AASC. PS Form 969 is also used to document the disposal of *noncapital equipment*; the completed

form is filed locally (copies are not sent to the AASC unless otherwise directed).

PS Form 969 is not required for the disposal of consumables. Contact an AASC for technical guidance if needed.

Note: For Headquarters (HQ) and HQ field units, the finance number accountable manager/department head assumes the same responsibilities as an installation head for the purposes of documentation and accountability.

* * * * *

We will incorporate these revisions into the next printed version of Handbook AS-701 and into the next online

update, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Asset Performance and Accountability, Supply Management, 11-18-10*

Handbook F-101 Revision: Reporting Bank Charges

Effective immediately, the Handbook F-101 is revised to reflect the change in how we report banking charges. This revision is made based on cost savings and should allow the Postal Service™ to lower expenses.

Handbook F-101, *Field Accounting Procedures*

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9 Cash Management

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9-1 Banking

* * * * *

9-1.4 Reporting Bank Charges

[Revise text to read as follows:]

Bank Charges are reported as follows:

- a. The Postal Service uses an account analysis statement analyzer tool to automatically review the monthly account analysis statements for field deposits to ensure charges are correct. Bank Relations reviews the analysis from the tool and determines the amount to pay.

- b. Payment is made via check or electronic funds transfer (EFT) through Accounts Payable at the San Mateo Accounting Service Center. The charges are expensed to the National Banking Program finance number at Corporate Treasury–Headquarters.

A hard copy invoice is sent monthly to the Bank Relations group within Corporate Treasury.

* * * * *

We will incorporate these revisions into the next updated version of Handbook F-101, available on the Postal Service™ PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column, under “Essential Links”, click *PolicyNet*.
- Click *HBKs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Field and International Accounting, Controller, 11-18-10*

Management Instructions

New Management Instruction EL-710-2010-3, EAS Leadership Development

Management Instruction (MI) EL-710-2010-3, *EAS Leadership Development*, is now available on PolicyNet and is effective immediately.

This MI establishes policies and procedures for developing the leadership capabilities of Executive and Administrative (EAS) level employees. The Postal Service™ is able to fulfill its mission of providing reliable, affordable, universal service through strong leadership — an element that remains critical for our continued success. The Postal

Service must continue to leverage the skills and talents of its diverse workforce.

To address this business imperative, the Postal Service has implemented EAS Leadership Development (ELD) as its structured approach to identifying and developing future leaders for key managerial positions in each district. Employees accepted into this program as ELD participants have the opportunity to develop their managerial and func-

tional/technical skills through virtual learning, on-the-job development, feedback, and coaching.

MI EL-710-2010-3 is available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.

- Click *MIs*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Executive Development and Succession Planning, Employee Development and Diversity, 11-18-10*

Notices

Revised Editions of Notice 32-B and Notice 32-C Will Be Available Soon, But Previous Versions Are Still Valid

Notice 32-B, *Post Office Box Service Fee Due*, and Notice 32-C, *Caller Service Fee Due*, have been revised and will be available near the end of the calendar year. However, the previous editions (dated July 2007) are still valid; so to avoid waste, the Material Distribution Center (MDC) will continue to fulfill orders with the previous editions until the new editions (dated September 2010) are available. The field may use the previous editions until the new editions are available.

Post Office™ facilities make Notice 32-B and Notice 32-C available to customers on the first business day of the month to alert them that payment is due by the last day of the month. Facilities put Notice 32-B in the Post Office boxes of customers, and they make Notice 32-C available to customers with caller service.

The Postal Service™ has enhanced the revised editions of both notices with new messaging to aid customers in updating their application information and making payments on time. Notice 32-B also informs customers that a handling charge may apply if payment is not made by the due date, and it provides information for payment options, including that customers can pay online or at an Automated Postal Center® (APC®) in select Post Offices.

The field can order these items from the MDC by using eBuy2 or touch tone order entry (TTOE): Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.) For complete TTOE ordering instructions, see the document at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call 800-332-0317, option 4, option 4. To visit the National Material

Customer Service website (which has a link to the TTOE ordering instructions), go to http://blue.usps.gov/purchase/operations/ops_nmcs_home.htm.

Use the following information to order these items:

| | Notice 32-B | Notice 32-C |
|-------------------------------|------------------------------|------------------------------|
| PSIN | NOT32B | NOT32C |
| PSN | 7610-03-000-8332 | 7610-03-000-8333 |
| Unit of Measure | EA | EA |
| Minimum Order Quantity | 250 | 250 |
| Quick Pick Number | 491 | 492 |
| Bulk Pack Quantity | 3,000 | 3,000 |
| Price | \$0.0239 (subject to change) | \$0.0307 (subject to change) |

The MDC reminds the field that it can take about 2 weeks to complete fulfillment of an order (receive the order, process it, fulfill it, and deliver stock through bulk mail delivery), so facilities should consider this time requirement as they monitor current stock and place orders.

Both Notice 32-B and Notice 32-C are available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *PolicyNet*.
- Click *Notices*.

(The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.)

— *Special Services, Retail Products and Services, 11-18-10*

Forms

Revised PS Form 3074, Request for Waiver of Claim for Erroneous Payment of Pay

Effective immediately, all Post Offices™ and postal retail units are to use the September 2010 edition of PS Form 3074, *Request for Waiver of Claim for Erroneous Payment of Pay*. Previous versions are obsolete and must be disposed of properly.

Eagan Accounting Services will process only a September 2010 version of PS Form 3074 that is properly completed with all required signatures. Obsolete versions and incomplete PS Forms 3074 will not be processed and will be returned to the employee.

PS Form 3074 is revised as follows:

- The Social Security Number has been replaced with Employee Identification Number (EIN).
- The word “Retired Employee” has been removed under Claimant’s Status in part 1. Employees who are not currently employed by the Postal Service™ will choose the “Former Employee” status.
- The Privacy Act Statement has been updated.
- A distribution list has been added to the bottom of each copy.
- Position titles have been updated in parts 2, 3, and 4.
- Instructions were added for manager, Human Resources (District) in part 3.
- “Printed name” and “Phone number” sections have been added in parts 2, 3, and 4.
- A “Claim Denied” section was added to part 4.
- The mailing address for Eagan has been added to the bottom of page 2.

PS Form 3074 is available on the Postal Service Intranet:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click *Forms*.
- Under “Browse Forms — By Number”, click 3000–3999.
- Click the PDF icon for PS 3074.

Additionally, you can order PS Form 3074 from the Material Distribution Center (MDC) via the eBay on-catalog requisition system; search for item using the PSN listed below (without the dashes). If your office does not have access to eBay, you may order using touch-tone order entry (TTOE): Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 3074 from the MDC:

| | |
|--------------------------------|------------------|
| PSIN: | PS 3074 |
| PSN: | 7530-03-000-3700 |
| Unit of Measure: | EA |
| Minimum Order Quantity: | 1 |
| Quick Pick Number: | NA |
| Bulk Pack Quantity: | NA |
| Price: | \$0.0663 |
| Edition: | 09/10 |

— *Field and International Accounting,
Controller, 11-18-10*

Organization Information

Finance

Federal Taxation Percentages for Supplemental Wages

USPS® employees are reminded that the percentages used to tax supplemental wages are different from the normal taxation percentages. Supplemental wages may include, but are not limited to, annual leave exchange, awards, back-pay awards, prizes, severance pay, and reimbursements for moving expenses. The American Jobs Creation Act of 2004 and Section 31.3402(g)-1 of IRS regulations created a two-tiered taxation rate for supplemental wages, effective January 1, 2005. These regulations apply to all supplemental payments received by USPS employees in the United States, as well as the U.S. territories.

These regulations provide for taxation of supplemental wages up to a total of 1 million dollars within a calendar year at a *mandatory* withholding rate of 25 percent. They also provide for a *mandatory* withholding rate of 35 percent for any supplemental wages paid in excess of 1 million dollars within a calendar year. These rates will remain in effect until taxation percentages are changed by Congress and the IRS.

— Payroll,
Controller, 11-18-10

Form W-2, Wage and Tax Statement — Changing Your Current Mailing Address

To facilitate processing of 2010 tax information and to ensure correct and timely receipt of a 2010 Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file by December 29, 2010, in order to update the W-2 mailing file.

The following options are available for current employees to change their mailing address on record:

1. By Computer

Change your information using LiteBlue:

- Go to the *LiteBlue* home page (www.liteblue.usps.gov).
- Enter your Employee Identification Number and USPS PIN.
- Click the *My HR* tab at the top of the page.
- Click *Change My Address*.
- Click *Edit*.
- Change any necessary mailing address information.
- Click *Review*.
- Click *Save*.

2. By Kiosk

All postal employees can change their mailing and residential addresses using the personnel computer kiosks located in large Processing and Distribution Centers and some Post Office™ facilities. Click the tab titled *Present Job Info/Change of Address* on the main Kiosk webpage.

3. By Mail

Send PS Form 1216, *Employee's Current Mailing Address*, to:
HRSSC COMPENSATION AND BENEFITS
PO BOX 970400
GREENSBORO NC 27497-0400

4. By Telephone

Call HRSSC at 877-477-3273, option 5; and follow the prompts to speak to a service representative who will assist you.

— Payroll,
Controller, 11-18-10

New Law Eliminates Form W-5, Earned Income Credit Advance Payment Certificate

On August 10, 2010, President Obama signed the Education Jobs and Medicare Assistance Act into law. The Act repeals the Advanced Earned Income Credit (AEIC), effective with tax year 2011.

Prior to the newest legislation, employees who were eligible for the Earned Income Credit (EIC) could elect to receive advance payments of EIC through their paycheck based on IRS wage-bracket and percentage method tables. This Act only eliminates advance payments; employees who qualify for the EIC will still be able to claim the credit at the end of the year on their personal income tax return when filing their IRS Form 1040, *U.S. Individual Income Tax Return*.

Reminders:

- Administrative and managerial employees must not provide tax advice to employees.
- IRS Form W-5, *Earned Income Credit Advance Payment Certificate*, should not be accepted from employees, effective Pay Period 01-11. Pay Period 26-10 will be the last pay period that advance payments will be made.

— Payroll,
Controller, 11-18-10

2011 Pay Dates and Leave Year

The following chart lists the pay periods for 2011. For the convenience of timekeepers, each biweekly pay period appears as two separate weeks, with the beginning and ending dates indicated for each week.

The leave year always begins the first day of the first full pay period in the calendar year. The 2011 leave year begins January 1, 2011 (Pay Period 02-11), and extends for 27 full pay periods, ending January 13, 2012 (Pay Period 02-12).

2011 Pay Period Inclusive Dates

| Pay Period | Week One | Week Two | Pay Date | Holidays |
|------------|----------------|----------------|----------|----------|
| 01 | 12-18 to 12-24 | 12-25 to 12-31 | 01-07 | 12-25 |
| 02 | 01-01 to 01-07 | 01-08 to 01-14 | 01-21 | 01-01 |
| 03 | 01-15 to 01-21 | 01-22 to 01-28 | 02-04 | 01-17 |
| 04 | 01-29 to 02-04 | 02-05 to 02-11 | 02-18 | |
| 05 | 02-12 to 02-18 | 02-19 to 02-25 | 03-04 | 02-21 |
| 06 | 02-26 to 03-04 | 03-05 to 03-11 | 03-18 | |
| 07 | 03-12 to 03-18 | 03-19 to 03-25 | 04-01 | |
| 08 | 03-26 to 04-01 | 04-02 to 04-08 | 04-15 | |
| 09 | 04-09 to 04-15 | 04-16 to 04-22 | 04-29 | |
| 10 | 04-23 to 04-29 | 04-30 to 05-06 | 05-13 | |
| 11 | 05-07 to 05-13 | 05-14 to 05-20 | 05-27 | |
| 12 | 05-21 to 05-27 | 05-28 to 06-03 | 06-10 | 05-30 |
| 13 | 06-04 to 06-10 | 06-11 to 06-17 | 06-24 | |

| Pay Period | Week One | Week Two | Pay Date | Holidays |
|------------|----------------|----------------|----------|----------|
| 14 | 06-18 to 06-24 | 06-25 to 07-01 | 07-08 | |
| 15 | 07-02 to 07-08 | 07-09 to 07-15 | 07-22 | 07-04 |
| 16 | 07-16 to 07-22 | 07-23 to 07-29 | 08-05 | |
| 17 | 07-30 to 08-05 | 08-06 to 08-12 | 08-19 | |
| 18 | 08-13 to 08-19 | 08-20 to 08-26 | 09-02 | |
| 19 | 08-27 to 09-02 | 09-03 to 09-09 | 09-16 | 09-05 |
| 20 | 09-10 to 09-16 | 09-17 to 09-23 | 09-30 | |
| 21 | 09-24 to 09-30 | 10-01 to 10-07 | 10-14 | |
| 22 | 10-08 to 10-14 | 10-15 to 10-21 | 10-28 | 10-10 |
| 23 | 10-22 to 10-28 | 10-29 to 11-04 | 11-11 | |
| 24 | 11-05 to 11-11 | 11-12 to 11-18 | 11-25 | 11-11 |
| 25 | 11-19 to 11-25 | 11-26 to 12-02 | 12-09 | 11/24 |
| 26 | 12-03 to 12-09 | 12-10 to 12-16 | 12-23 | |

2012 Pay Periods Begin

| Pay Period | Week One | Week Two | Pay Date | Holidays |
|------------|----------------|----------------|----------|----------|
| 01 | 12-17 to 12-23 | 12-24 to 12-30 | 01-06 | 12-25 |
| 02 | 12-31 to 01-06 | 01-07 to 01-13 | 01-20 | 01-01 |

— Payroll,
Finance, 11-18-10

Household Diary Study

The Postal Service's Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by our customers in U.S. households. The Postal Service™ uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the Household Interview. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. Sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the Mail Diary. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes number of mailpieces received and sent, industry mail source, mail

characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving \$30 or a roll of 100 First-Class Mail® stamps.

Customers who participate in Stage 2 of the HDS can expect to receive their incentive about 2 months after they return the diary packet to NuStats.

Data gathered in both HDS stages is available in a final report, *The Household Diary Study — Mail Use and Attitudes*. The report is published in hard copy and an electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at www.usps.com/householddiary.

For additional information, contact either of the following individuals:

John Pickett
Telephone: 202-268-2641
Fax: 202-268-6841
e-mail: john.pickett@usps.gov

John Mazzone
Telephone: 202-268-4169
Fax: 202-268-6841
e-mail: john.f.mazzone@usps.gov

Study participants may also contact NuStats directly for help or information at 888-441-8777 or usps@nustats.com.

— Office of Demand Forecasting and Analysis,
Finance, 11-18-10

Salary Overpayment Indebtedness — Year End Tax Treatment

When a postal employee is overpaid, USPS® establishes an account receivable for the overpayment and initiates the collection of the debt from the employee through the process described in either ELM 450, Collection of Postal Debts from Nonbargaining Unit Employees, or ELM 460, Collection of Postal Debts from Bargaining Unit Employees. USPS initially bills the employee for the net value of the overpayment, meaning federal, state, and FICA/Medicare taxes are not part of the bill.

However, IRS regulations require that if an employee has not fully repaid the overpayment by the end of the tax year (December 31) in which the overpayment was made, the employer must report the unreturned value of the over-

payment as taxable income on the employee's W-2. Additionally, the employee and employer must pay appropriate federal, state, and FICA/Medicare taxes on the remaining value of the debt.

To administrate this IRS regulation, USPS establishes an additional account receivable at the close of the tax year for the value of the taxes the employee owes related to the unpaid debt. The debt collection processes in ELM 450 and ELM 460 are utilized to collect the additional tax-related debt.

— Payroll,
Controller, 11-18-10

Human Resources

2011 Thrift Savings Plan Publicity Information for Human Resources Offices and the Human Resources Shared Service Center

Direct Mailings to Employees

To make Thrift Savings Plan (TSP) information available to employees, Headquarters issues three standard mailings:

- TSP enrollment information letters with *PostalEASE* instructions are mailed annually in mid-December to career employees at their mailing address of record.
- TSP 50+ catch-up enrollment information letters with *PostalEASE* instructions are mailed annually in mid-December to career employees who will be at least age 50 during the next calendar year at their mailing address of record.
- A package containing TSP BK08, *Summary of the Thrift Savings Plan*, as well as an enrollment information letter with *PostalEASE* instructions, is sent to the employee's mailing address of record soon after a newly eligible career employee's PS Form 50, *Notification of Personnel Action*, is processed.

The employing office of record is the return address for undeliverable TSP enrollment information sent to newly eligible employees. When an office receives a returned kit, the office should encourage the employee to update his or her address. Employees should change their address on LiteBlue at <https://liteblue.usps.gov>; click *My HR*, then *Find Employee Apps*, then *Change of Address/Phone/Emergency Contact*. Employees with access to Employee Change of Address on the Intranet (from the Blue page) or to an employee self-service kiosk (available in some facilities) may use those entry methods. An employee who cannot use any of the other methods may submit an updated PS Form 1216, *Employee's Current Mailing Address*, to the HR Shared Service Center (HRSSC) for processing.

Publicity

The Material Distribution Center (MDC) regularly sends TSP posters to Human Resources (HR) at district offices, area offices, processing and distribution centers or facilities, bulk mail centers, airport mail centers or facilities, remote encoding centers, the Office of Inspector General, Postal Inspection Service divisions, Headquarters, and

selected Headquarters field units. Installations that receive the posters must distribute them widely and post them on bulletin boards.

To assist in publicizing the 2011 TSP enrollment opportunity, all offices must post the following on bulletin boards:

- The 2011 TSP employee enrollment information notice provided on page [53](#).
- The current TSP fact sheet that is published monthly in the *Postal Bulletin*.

Ordering Materials and Forms

Offices may order TSP forms and publications from the MDC as needed. Use touch-tone order entry (TTOE): call 800-273-1509. In addition, offices can check the TSP website, www.tsp.gov, for new or revised items.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 1216. You can also find PS Form 1216 on the Postal Service Intranet at <http://blue.usps.gov>; under "Essential Links," click *Forms*.

PS Form 1216, *Employee's Current Mailing Address*

| | |
|--------------------------------|------------------|
| PSIN: | PS 1216 |
| PSN: | 7530-02-000-7354 |
| Unit of Measure: | SE |
| Minimum Order Quantity: | 1 |
| Quick Pick Number: | 118 |
| Bulk Pack Quantity: | 4,000 |
| Price: | \$0.0201 |

TSP BK08, October 2008, is available on the TSP website at www.tsp.gov, or contact the HRSSC at 877-477-3273, option 5.

— Compensation,
Human Resources, 11-18-10

2011 Thrift Savings Plan Information for Career Employees

New Dates and Contribution Limits

You may elect to contribute to the Thrift Savings Plan (TSP) or change the amount of your total contributions at any time. New dates and contribution limits are shown in the material that follows.

You may elect to make contributions up to \$16,500 — the Internal Revenue Service (IRS) annual limit on elective deferrals — during the 2011 calendar year. Your contributions each pay period must not exceed 90 percent of your basic pay.

- If you are covered by the Federal Employees Retirement System (FERS), you receive a Postal Service™ automatic contribution equal to 1 percent of your basic pay, and if you contribute to TSP you also receive Postal Service matching contributions of up to 4 percent. **Note:** If you are a FERS employee, you may lose agency matching contributions if your employee contributions reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute the IRS maximum contribution over all 26 pay periods, elect to contribute \$635 per pay period (\$16,500 divided by 26).
- For 2011 TSP contributions, your elections for 2011 can be *effective* no earlier than the first pay period in the 2011 calendar year (PP 01-11), which begins December 18, 2010.
- For your elections to be effective during that first pay period, you should make your election using *PostalEASE* between Wednesday, December 15, 2010, at 3:30 P.M. CT and Wednesday, December 29, 2010, at 3:00 P.M. CT.
- For regular TSP contributions, if you are already contributing to TSP, your contributions will automatically continue. If you would like your regular TSP contributions to continue without a change for 2011, do nothing, as they will automatically continue.

Why Enroll in TSP

As an employee covered by FERS, you have three parts to your retirement program. Two parts, the FERS Basic Annuity and Social Security, offer future benefits that are funded automatically with set deductions from your paychecks and with Postal Service contributions.

For TSP, the third part of your retirement program, the decisions you make over time will directly affect the future value of your TSP account. Today is the time to review the booklet *Summary of the Thrift Savings Plan*, which is available at www.tsp.gov or from the HR Shared Service Center (HRSSC) at 877-477-3273, *option 5*. It can help you make informed choices about how to use TSP to meet your immediate and long-term financial objectives. You do not

want to realize years from now that you missed getting (1) substantial tax benefits, (2) interest earnings, and (3) Postal Service matching contributions to your account (if you are a FERS employee).

As a FERS employee, **you can double your money** by participating in TSP. How? Sign up to contribute 5 percent of your basic pay to TSP each pay period. You will begin receiving a matching contribution equal to 4 percent of your basic pay from the Postal Service, in addition to the 1 percent automatic contribution. If you're contributing 5 percent of your basic pay, 10 percent will go into your TSP account — double your money. If you're making a contribution above 5 percent, the Postal Service will still add an amount equal to 5 percent of your basic pay to the total going into your TSP account each pay period. **Note:** If you are a FERS employee, you may lose agency matching contributions if your employee contributions reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute the IRS maximum contribution over all 26 pay periods, elect to contribute \$635 per pay period (\$16,500 divided by 26).

You receive **tax-deferral** on TSP contributions and the interest earned in TSP. You get a tax break right now on what you contribute, since you don't pay income tax now on your TSP contributions. For example, if you're in the 25 percent federal tax bracket and you make a \$100 TSP contribution, **your paycheck won't go down by \$100 — it will go down by \$75.** (You also receive tax deferral on most states' income tax, too.) You don't pay taxes now on the interest that your TSP account earns, either. That's because you don't pay taxes on your TSP contributions or on interest you earn until you withdraw your money from TSP, usually after you separate or retire.

For FERS employees, if you're not contributing at least 5 percent to TSP, you are losing valuable matching agency money that could be a very substantial amount when it's time to retire. The sooner you contribute and the more you contribute, the more compounding will work for you.

Note: If you are covered by the Civil Service Retirement System (CSRS) or CSRS Offset, then you won't receive automatic and matching Postal Service TSP contributions. You will still have the advantages of tax deferral and compounding described here. When you call *PostalEASE*, the system will automatically provide TSP instructions for you based on your retirement system of record. If you have any questions about your retirement system coverage, contact HRSSC.

Enrolling in TSP or Changing Your Contributions for Calendar Year 2011

To prepare to contribute to TSP, before accessing *PostalEASE*, read the instructions in the TSP materials sent

to your address of record and then complete the enclosed worksheet. If you do not receive the mailing, you can find the TSP *PostalEASE* Worksheet on the Internet at <https://liteblue.usps.gov>. Click *My HR*, then *Benefits*, then *Benefits and Payroll Elections*, then *Benefits elections you can make any time*, then *TSP*. Or you may request one by calling the Employee Service Line toll-free at 877-477-3273, option 5, to reach HRSSC.

You may access *PostalEASE* on the Employee Web on the Internet at <https://liteblue.usps.gov>, at an **employee self-service kiosk**, or on the **Postal Service Intranet Blue**. Using one of these may be easier than using the telephone. Just follow the instructions. Otherwise, call the Employee Service Line toll-free at **877-477-3273** to reach *PostalEASE*.

You need your **USPS PIN**. You can get it any one of these ways:

- Go to <https://liteblue.usps.gov> and click *Forget Your PIN?* Enter your eight-digit EIN (printed at the top of your earnings statement). Choose a new PIN immediately with Self-Service PIN Reset — just follow the instructions.
- Go to the Postal Service™ Intranet Blue page: under “Employee Resources,” click *Employee Self-Service*, then *PostalEASE*, and follow the instructions
- Go to an employee self-service kiosk and follow the instructions.

Dial 877-477-3273 and press 1. When prompted, enter your EIN. When prompted for your PIN, pause, then press 2. Your USPS PIN will be mailed to your address.

Contacting TSP to Make a Fund Investment Election

Once TSP has received your first contribution or, for FERS employees, an automatic contribution from the Postal Service, and sends you your TSP PIN number, your TSP account number, and your TSP Web password, you will be able **to contact TSP directly, at any time, to allocate your payroll contributions into any of the TSP investment funds or to make interfund transfers**. You may choose from these investment funds — the C Fund (S&P 500 stocks), S Fund (small cap stocks), I Fund (international stocks), F Fund (bonds), G Fund (securities), and the L Funds (an investment mix of several funds). If you enroll and do not make a fund investment choice, your TSP contributions will continue to be invested in the G Fund.

(If you are a CSRS or CSRS Offset employee enrolling in TSP for the first time, at first you will not be able to make a choice about which TSP funds to invest in. Your first TSP contributions will automatically go into the Government Securities Investment (G) Fund, and then TSP will send you your TSP PIN number, your TSP account number, and your

TSP Web password, which you can use to make a fund investment election.)

The TSP PIN is not the same as the USPS PIN you use for *PostalEASE*. If you do not know your TSP PIN, account number, or Web password, you can obtain all three by calling the ThriftLine toll-free at 877-968-3778 or the TDD toll-free line at 877-847-4385 and following the prompts. The account number and Web password can be mailed to you if you request them at www.tsp.gov and select *Account Access*.

To make your investment choices or interfund transfers, use your TSP account number or custom ID and Web password at the TSP website, www.tsp.gov, or call the ThriftLine toll-free at **877-968-3778** and use your TSP PIN and account number. If you are deaf or hard of hearing, you may make TDD calls toll-free to **877-847-4385**.

If you cannot use the website or the telephone, you can obtain, complete, and mail Form TSP-50, *Investment Allocation*, to the following address:

TSP Service Office
PO Box 385021
Birmingham, AL 35238

TSP-50 forms are available from HRSSC, but *not* from the TSP website. HRSSC *cannot accept* and *cannot process* your completed TSP-50 — you must mail it to TSP. If you use TSP-50, your investment choices won't take effect as quickly as they would if you used the TSP website or ThriftLine. Do not mail Form TSP-50 before you receive your TSP PIN — that's your sign that TSP has set up your TSP account.

Other Information

Enrolling or changing your contribution level after PP 01 — For an election to be effective any given pay period after PP 01, you must complete your election by 3:00 P.M. CT on the second Wednesday of that pay period.

Maximizing agency matching contributions — FERS employees may lose agency matching contributions if they reach the maximum IRS limit before the last pay period in the calendar year. To evenly distribute your TSP contribution election over all the available pay periods, divide the IRS limit (\$16,500) by the available pay periods (26). This equals \$635 per pay period (after rounding up to the nearest whole dollar).

Viewing your participant statements — You may view your statements online at www.tsp.gov. The TSP Service Office mails quarterly statements to participants who have elected to receive paper copies.

Withdrawing money — You cannot withdraw money from your TSP account until you separate or retire from Postal Service or federal employment (unless you meet certain financial hardship guidelines or are at least age 59 1/2). Money you withdraw before normal retirement age

may be subject to the early withdrawal penalty tax and income tax.

Being vested — If you separate with fewer than 3 years of TSP creditable service, you will not be vested in (be able to keep) the 1 percent automatic Postal Service contributions and the interest earned from them. However, you are always vested in your own contributions, matching Postal Service contributions, and the interest earned from these amounts.

Borrowing against your TSP fund — Make sure to read about the TSP loan program before considering this option. While the main purpose of being enrolled in TSP is to help you save for retirement, you may borrow from your account to buy a home or for other reasons if qualified.

Questions — If you have questions about TSP or *PostalEASE*, call the Employee Service Line toll-free at 877-477-3273, option 5, to reach HRSSC and ask for help.

— Compensation,
Human Resources, 11-18-10

2011 Thrift Savings Plan Catch-up Contributions for Participants Age 50 and Older

New Dates and Contribution Limits

If you are a Thrift Savings Plan (TSP) participant age 50 or older, or you will turn 50 during 2011, you may be eligible to participate in the catch-up contributions for the TSP. Note the dates and contributions limits that follow:

- These contributions supplement your regular TSP employee contributions; that is, they do not count against the Internal Revenue Service (IRS) annual limit on elective deferrals (\$16,500 in 2011), but they do have their own annual IRS catch-up limit, which is \$5,500 in 2011.
- There are no Postal Service™ matching contributions associated with TSP catch-up contributions.
- Your initial election for 2011 can be *effective* no earlier than the first pay period (PP) in the 2011 calendar year (PP 01-11), which begins December 18, 2010.
- For your initial elections to be effective during that first pay period of 2011, make your election using *PostalEASE* between Wednesday, December 15, 2010, at 3:30 P.M. CT, and Wednesday, December 29, 2010, at 3:00 P.M. CT.
- After December 29, 2010, at 3:30 P.M. CT, you will still be able to elect 2011 catch-up contributions to take effect throughout PP 26-11. Once you make an election, you can change the amount or stop at any time, using *PostalEASE*, without affecting your regular TSP contributions. Your 2011 catch-up contributions will stop automatically once you have had \$5,500 withheld from your pay, since that is the 2011 IRS limit.

Eligibility for Catch-up Contributions

To elect catch-up contributions, you must:

- Be age 50 or older, or turn 50 in 2011.
- Self-certify that by the end of the calendar year you will have contributed the IRS annual deferral limit, \$16,500, through regular contributions to TSP and/or to other plans subject to the elective deferral limit.

- Be in a pay status. Contributions are made from basic pay through payroll deductions only.
- Not be in the 6-month noncontribution period following the receipt of a financial hardship in-service withdrawal.

Note: There is no “look-back” provision to see what you could have contributed but did not. If you are eligible to participate, you simply have the right to contribute the additional funds up to the annual catch-up contribution limit. If you have been performing active duty military service, however, you may be eligible to make missed catch-up contributions under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

How to Enroll in TSP 50+ Catch-up Contributions for Calendar Year 2011

To prepare to elect TSP 50+ catch-up contributions, before accessing *PostalEASE*, read the instructions in the TSP catch-up contributions material sent to your address of record and then complete the enclosed worksheet. If you do not receive the mailing, you can find the TSP 50+ Catch-Up Contributions *PostalEASE* Worksheet on the Internet at <https://liteblue.usps.gov>. Click *My HR*, then *Benefits*, then *Benefits and Payroll Elections*, then *Benefits elections you can make any time*, then *TSP*. Or you may request one by calling the Employee Service Line toll-free at 877-477-3273, option 5, to reach HRSSC.

You may access *PostalEASE* on the **Employee Web on the Internet** at <https://liteblue.usps.gov>, on the **Postal Service Intranet Blue**, or at an **employee self-service kiosk**. Using one of these may be easier than using the telephone. Just follow the instructions. Otherwise, call the Employee Service Line toll-free at **877-477-3273, option 1**, to reach *PostalEASE*.

You must have available your Employee Identification Number (EIN) and your USPS® personal identification number (PIN). If you don't know your USPS PIN, you can get it any one of these ways:

- Go to <https://liteblue.usps.gov> and click *Forget Your PIN?* Enter your eight-digit EIN (printed at the top of your earnings statement). Choose a new PIN immediately with Self-Service PIN Reset — just follow the instructions.
- Go to the Postal Service™ Intranet Blue page: under “Employee Resources,” click *Employee Self-Service*, then *PostalEASE*, and follow the instructions
- Go to an employee self-service kiosk and follow the instructions.
- Dial 877-477-3273 and press 1. When prompted, enter your EIN. When prompted for your PIN, pause, then press 2. Your USPS PIN will be mailed to your address of record the next business day.

Catch-up contributions will be invested in your account based on the most current contribution allocation on file with TSP. Your contribution allocations must be made with TSP using the TSP website, ThriftLine, or Form TSP-50, *Investment Allocation*.

Other Information

Making elections after PP 01 — You may make more than one election in any given calendar year (so long as you do not exceed the annual catch-up contributions limit). You must complete your election using *PostalEASE* by 3:00 P.M. CT the second Wednesday (day 12) of each pay period in order for the election to be effective in that pay period.

Keeping within your tax deferral limit — The annual amount of your catch-up contributions is combined with

your regular tax-deferred contributions and shown in the deferral block of IRS Form W-2. If the amount shown exceeds the IRS limit for regular contributions, the IRS will check your date of birth with the Social Security Administration and assume any amount over the limit is attributable to the catch-up contributions. If you see that you will exceed the catch-up contributions limit (usually by contributing to more than one plan), you may change your TSP election, or you may contact TSP and request a refund of the excess catch-up contributions.

Terminating catch-up contributions after withdrawals — If you receive a financial hardship in-service withdrawal, your catch-up contributions must stop along with any regular employee contributions for a period of 6 months.

Making elections next year — Your catch-up contribution election terminates automatically with the last pay date of the calendar year to which it applies, unless you have previously terminated the election or you have reached the annual catch-up contribution limit. You will need to make a new election for each calendar year in which you wish to make catch-up contributions.

Questions — If you have questions about TSP or *PostalEASE*, contact HRSSC for assistance.

— *Compensation, Human Resources, 11-18-10*

Intelligent Mail and Address Quality

Reminder: Nine-digit Mailer ID Conformance Notice

The deadline is quickly approaching for the nine-digit mailer identification (MID) conversion. Customers who use Confirmation Services (e.g., Delivery Confirmation™, Signature Confirmation™) and/or Electronic Verification Service (eVS®) have until January 31, 2011, to convert to a newly assigned nine-digit MID that begins with the number 9.

For additional information, see the article “Nine-digit Mailer ID Conformance Notice” in *Postal Bulletin 22290* (7-29-10, page 10) and the article “Reminder: Nine-digit

Mailer ID Conformance Notice” in *Postal Bulletin 22296* (10-21-10, page 43).

If you have questions about managed accounts, contact your Business Service Network representative. For all other questions, call the National Customer Support Center at 877-264-9693, option 3.

— *Product Visibility System, Product Visibility and Operational Performance, 11-18-10*

DID YOU KNOW?



Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™ also offers

electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at http://ribbs.usps.gov/advance/documents/tech_guides/advtech.pdf or contact the National Customer Support Center at 800-238-3150.

| Requested Delivery Dates | Title of Mailing | Class and Type of Mail | Number of Pieces (Millions) | Distribution | Presort Level | Comments |
|--------------------------|---|------------------------|-----------------------------|--------------|-------------------------|--------------------------|
| 11/22/10–11/24/10 | Nordstrom December Last Minute Gifts Digest | Standard Flat | 2.5 | National | 3/5 Digit Carrier Route | Nahan |
| 11/22/10–11/26/10 | Seventh Avenue | Standard Catalog | 4.0 | Nationwide | 3/5 Digit Carrier Route | Quad Graphics Lomira, WI |
| 11/22/10–11/26/10 | The Swiss Colony | Standard Catalog | 4.0 | Nationwide | 3/5 Digit Carrier Route | Quad Graphics Lomira, WI |
| 11/24/10–11/27/10 | JCP — Wk 44 Little Red Book | Standard Flat | 6.1 | National | Carrier Route | Harte-Hanks/RRD |
| 11/26/10–11/30/10 | JCP — Wk 43 Direct PC | Standard Ltr | 8.0 | National | Carrier Route | Harte-Hanks/RRD |
| 11/27/10–11/30/10 | JCP — Wk 44 Appreciation Sale | Standard Ltr | 16.2 | National | Carrier Route | Harte-Hanks/RRD |
| 11/27/10–11/30/10 | JCP — Wk 44 Jewelry | Standard Ltr | 4.1 | National | Carrier Route | Harte-Hanks/RRD |
| 11/29/10–12/1/10 | Nordstrom December Lingerie Digest | Standard Flat | 1.0 | National | 3/5 Digit Carrier Route | Nahan |
| 11/29/10–12/3/10 | Ginny's | Standard Catalog | 1.0 | Nationwide | 3/5 Digit Carrier Route | Quad Graphics Lomira WI |
| 11/29/10–12/7/10 | Hallmark Fall Catalog | Standard Flat | 3.3 | National | 3/5 Digit Carrier Route | Faris Mailing, Inc |

— Business Service Network Integration, Sales, 11-18-10

Philately

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. The sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of these postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial postmark date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: Pictorial Postmarks, followed by the Name of the Station, Address, City, State, ZIP+4® Code, as listed below.

Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial postmark has been extended for 30 days:



**Sixth Place of the
U.S. COLD WAR VETERANS
MEMORIAL MARKER
STATION**
Veterans Memorial Park and
Education Center
Matamoras, PA 18336
September 25, 2010

September 25, 2010

Veterans Memorial Park & Education Center Project
U.S. Cold War Veterans Memorial Marker Station
Postmaster
8 Pennsylvania Ave.
Matamoras, PA 18336-9998



October 1, 2010

Sino-American Philatelic Center
Celebration Station
Manager Special Events
7001 S. Central Ave.
Los Angeles, CA 90052-9998

OKPEX STATION

OCT. 22, 2010

Oklahoma City, OK. 73162

October 22-23, 2010

OKPEX Stamp Club
OKPEX Station
Postmaster
4025 W. Reno Ave.
Oklahoma City, OK
73125-9998



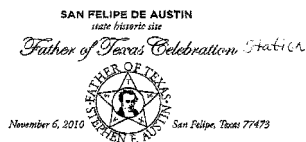
November 4, 2010

Whitman Coin & Collectibles
Coin & Collectibles EXPO
Station
Manager MOWS
900 E. Fayette St.
Baltimore, MD 21233-9715



October 23, 2010

*Kaweah Post Office
Centennial Committee*
Kaweah Station
Postmaster
40857 Sierra Dr.
Three Rivers, CA
93271-9998



November 6, 2010

U.S. Postal Service
Father of Texas Celebration
Station
Postmaster
PO Box 9998
San Felipe, TX 77473-9998



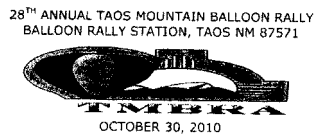
October 29, 2010

U.S. Postal Service
Joe Gans Goldfield Hotel
Station
Postmaster
Manager MOWS
900 E. Fayette St.
Baltimore, MD 21233-9715



November 6-7, 2010

U.S. Postal Service
SACAPEX 2010 Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA
95813-9998



October 30, 2010

*Taos Mountain Balloon Rally
Association*
Balloon Rally Station
Postmaster
318 Paseo Del Pueblo Norte
Taos, NM 87571-9998



November 6-7, 2010

U.S. Postal Service
SACAPEX 2010 Station
Postmaster
2000 Royal Oaks Dr.
Sacramento, CA
95813-9998



American Bald Eagle Foundation
Sixteenth Annual
Alaska Bald Eagle Festival
November 10th-14th, 2010

Station Haines, Alaska
99827

November 10-14, 2010

*American Bald Eagle
Foundation*

Bald Eagle Station Haines
Alaska

Postmaster
PO Box 9998
Haines, AK 99827-9998



November 18, 2010

U.S. Mint & Uncover Corp.

Dedication Station
Supervisor Stamp
Fulfillment Services
8300 Underground Dr. NE,
Pillar 210
Kansas City, MO
64144-9998



**BSA CENTENNIAL
STATION
CAMPOREE**
Rediscovery
November 12, 2010
Ward, SC 29166

November 12, 2010

U.S. Postal Service

BSA Centennial Station
Postmaster
PO Box 9998
Ward, SC 29166-9998



November 18, 2010

Cristabears, Inc.

Dedication Station
Supervisor Stamp
Fulfillment Services
8300 Underground Dr. NE,
Pillar 210
Kansas City, MO
64144-9998



Waterfowl Festival Station
November 12, 2010
Easton, MD 21601

November 12-14, 2010

Tidewater Stamp Club

Waterfowl Festival Station
Postmaster
116 E. Dover St.
Easton, MD 21601-9998

*Ballons Montes
Paris, 1870-1871*



CHICAGOPEX Station
Arlington Heights, IL 60004
November 19, 2010

November 19-21, 2010

U.S. Postal Service

CHICAGOPEX Station
Postmaster
909 W. Euclid Ave.
Arlington Heights, IL
60004-9998

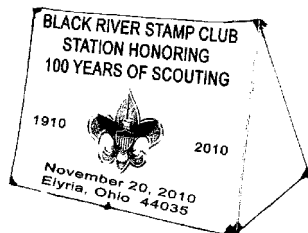


CHRISTMAS IN PENDELTON STATION
November 13, 2010
Pendleton, Indiana 46064
November 13, 2010

November 13, 2010

U.S. Postal Service

Christmas in Pendleton
Station
Postmaster
PO Box 9998
Pendleton, IN 46064-9998



November 20, 2010

Black River Stamp Club

Black River Stamp Club
Station
Postmaster
275 E. Main St.
Andover, OH 44003-9998

EXPO STATION
Grapevine Texas 76051
November 13, 2010



Boy Scout
Camp Fire
USA

November 13-14, 2010

U.S. Postal Service

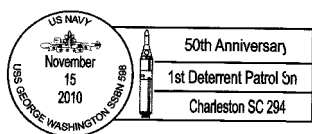
EXPO Station
Postmaster
1251 William D. Tate Ave.
Grapevine, TX 76051-9998



November 20, 2010

*Universal Ship Cancellation
Society*

Commissioning of USS
Gravely DDG-107 Station
Postmaster
PO Box 9998
Wilmington, NC
28401-9998



November 15, 2010

U.S. Postal Service

50th Anniversary of 1st
Deterrent Patrol Station
Postmaster
PO Box 9998
Charleston, SC 29407-9998



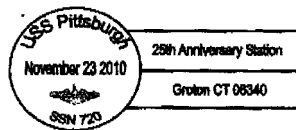
November 22, 2010

*Southern California Air Mail
Society*

75th Anniversary Station
Postmaster
2201 Shoreline Dr.
Alameda, CA 94501-9998

November 23, 2010

Universal Ship Cancellation Society



25th Anniversary Station
USS Pittsburgh SSN-720
Postmaster
100 Plaza Ct.
Groton, CT 06340-9998



"Frosty" the Snowmarion
Frost MN 56033
December 1, 2010

December 1, 2010

City of Frost Committee

Frosty the Snowman Station
Postmaster
155 Main St.
Frost, MN 56033-9998

November 24, 2010

Catholic Charities



Mother Teresa Station
Philatelic Clerk
700 Grant St.
Pittsburgh, PA 15219-9998



December 1, 2010

U.S. Postal Service

Letters to Santa Station
Postmaster
PO Box 9998
Steamboat Rock, IA
50672-9998

November 24, 2010

The Woman's Civic Club

Woman's Civic Club
100 Years of Serving
Magnolia District
W C C Station
November 24, 2010
Jasper, Texas 75951



WCC Station
Postmaster
215 N. Bowie St.
Jasper, TX 75951-9998



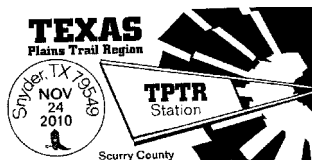
December 1, 2010

Chamber of Commerce

Your Holiday Station
Postmaster
761 S. 1st West St.
Snowflake, AZ 85937-9998

November 24, 2010

U.S. Postal Service



TPTR Station
Postmaster
1701 24th St.
Snyder, TX 79549-9998



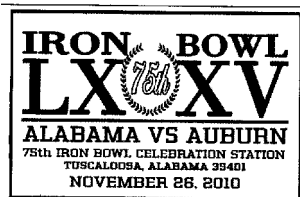
December 1, 2010

U.S. Postal Service

TPTR Station
Postmaster
201 N. Main St.
Stratford, TX 79084-9998

November 26, 2010

U.S. Postal Service



75th Iron Bowl Celebration Station
Postmaster
1313 Twenty Second Ave.
Tuscaloosa, AL 35401-9998



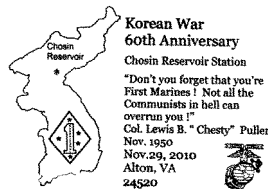
December 1-24, 2010

U.S. Postal Service

Reindeer Station
Postmaster
PO Box 9998
Rudolph, OH 43462-9998

November 29, 2010

U.S. Postal Service



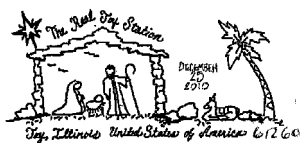
Korean War 60th Anniversary
Chosin Reservoir Station
"Don't you forget that you're First Marines! Not all the Communists in hell can overrun you!"
Col. Lewis B. "Chesty" Puller
Nov. 1950
Nov. 29, 2010
Alton, VA
24520



December 1-25, 2010

U.S. Postal Service

Santa Claus Station
Postmaster
45 N. Kringle Place
Santa Claus, IN 47579-9998



December 1–31, 2010

U.S. Postal Service
The Real Joy Station
Postmaster
202 W. Main St.
Joy, IL 61260-9998



December 1–31, 2010

U.S. Postal Service
Star Station
Postmaster
PO Box 9998
Star, NC 27356-9998

— Stamp Services,
Government Relations and Public Policy, 11-18-10

How to Order the First Day of Issue Digital Color or Traditional Postmarks

Customers have 60 days to obtain the first day of issue postmarks by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, or at The Postal Store® website at www.usps.com/shop.

Traditional Postmarks

Customers should affix the stamps to envelopes of their choice, address them to themselves or others, or provide a self-addressed return envelope with sufficient postage large enough to accommodate the canceled item. Mail the request to the corresponding city of issuance. There is no charge for the first 50 postmarks. There is a 5-cent charge for each additional postmark over 50. Customers should submit a check, money order, or credit card for payment. After applying the first day of issue postmark, the Postal Service™ will return the envelopes to the customer by U.S. Mail.

All postmark requests should go to the first day of issue city. The first day of issue city Post Office will then forward in bulk all postmark requests to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992 by respective Post Offices.

Digital Color Postmarks

Only select stamp issues offer a digital color postmark. Customers may submit #6 or #10 envelopes constructed of paper rated as “laser safe.” The Postal Service recommends envelopes of 80-pound Accent Opaque, acid-free, 9/16" side seams with no glue on the flap. The maximum

size of all digital color postmarks is 2" high x 4" long. Allow sufficient space on the envelope to accommodate the postmark. Do not use self-adhesive labels for addresses on the envelope. Two test envelopes must be included. There is a minimum of 10 envelopes at 50 cents per postmark required at the time of servicing. Customers should submit a check, money order, or credit card for payment.

The Postal Service reserves the right to not accept hand-painted and other cachet envelopes that are not compatible with our digital color postmark equipment. The Postal Service also reserves the right to substitute traditional black rubber postmarks if use of nonspecified envelopes results in poor image quality or damage to equipment.

Customers should affix the stamps to the envelopes and address them to themselves or others for return through the mail. Or, they may include an additional self-addressed return envelope, large enough to accommodate their canceled items, with sufficient postage affixed for return of their postmarked items. Mail the request for a first day of issue digital color postmark to the corresponding city of issuance. Post Offices will then forward all customer requests for digital color postmarks to Cancellation Services, Stamp Fulfillment Services, PO Box 449992, Kansas City, MO 64144-9992.

After applying the first day of issue postmark, the Postal Service will return the envelopes to the customer by U.S. Mail.



FIRST DAY OF ISSUE
October 21, 2010
New York, NY 10199

Digital Color Pictorial

Angel With Lute Stamp

Postmaster
421 Eighth Avenue, Room 2029B
New York, NY 10199-9998

December 21, 2010

1.601 x 2.0184 inches



Black and White Pictorial

Angel With Lute Stamp

Postmaster
421 Eighth Avenue, Room 2029B
New York, NY 10199-9998

December 21, 2010

2.9454 x 1.4668 inches



Digital Color Pictorial

Holiday Evergreens (Forever) Stamp

Postmaster
421 Eighth Avenue, Room 2029B
New York, NY 10199-9998

December 21, 2010

2.2437 x 1.0806 inches



Black and White Pictorial

Holiday Evergreens (Forever) Stamp

Postmaster
421 Eighth Avenue, Room 2029B
New York, NY 10199-9998

December 21, 2010

3.0249 x 0.982 inches

— Stamp Services, Government Relations and Public Policy, 11-18-10

Pricing and Classification

International Mail — Service Suspension for Global Express Guaranteed Service to Yemen

Effective November 2, 2010, the Postal Service™ suspended Global Express Guaranteed® (GXG®) service to Yemen due to recent FedEx operational requirements for items sent into and out of Yemen. Until further notice, Post Office™ locations must *not* accept GXG items destined to the country of Yemen.

For already deposited GXG items addressed to Yemen, Postal Service employees must endorse them “Mail Ser-

vice Temporarily Suspended — Return to Sender” and then place them in the mailstream for return. Upon request, the Postal Service will refund postage and fees on mail returned due to the suspension of service.

— Mailing Standards,
Pricing, 11-18-10

Retail

Stop Sending Copies of PS Form 8176, Premium Forwarding Service Application, to Headquarters

Offices are no longer required to send a copy of PS Form 8176, *Premium Forwarding Service® (PFS®) Application*, to Headquarters (HQ). This requirement ended in 2007 when the application was revised and page 4 (HQ copy) was removed. In 2005, the PFS program office at HQ required a copy of page 4 when PFS was an experiment.

However, the experiment ended in 2007 when PFS became an official product offering. Offices that still send copies to HQ are wasting workhours and money — especially some offices that send them by Express Mail®, Registered Mail®, and Priority Mail® service.

— Special Services,
Retail Products and Services, 11-18-10



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

DID YOU KNOW?



**USPS receives
no federal
tax dollars
for its
operations.**